

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 22, 2020, 4:00 p.m.

PRESENT: Jeanne Holihan, Carl Kennebrew,
Margot Merz, Arlinda Vaughn

PRESIDING: Jeanne Holihan, Vice President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

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. Kennebrew,, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Vaughn, seconded by Ms. Merz, the minutes of the Board meeting of December 18, 2019 were approved by the Board.

Ayes: All
Nays: None

The January 13, 2020 Facilities meeting of the Board was canceled.

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:

Megan Francis, Information Services Assistant, Vandalia Branch Library, to participate in “Changing the Library World, One Subject Heading at a Time” webinar being sponsored by Northeast Ohio Regional Library System on January 8, 2020. It is further recommended that registration in the amount of \$24.00 be reimbursed by the Board.

Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to attend “Americans & the Holocaust Workshop” being held in Washington, DC on January 15, 2020 through January 18, 2020. It is further recommended that ground transportation in an amount not to exceed \$65.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, to attend “ALA Midwinter 2020” being held in Philadelphia, PA on January 25, 2020 through January 26, 2020. It is further recommended that registration in the amount of \$280.00, airfare in an amount not to exceed \$410.00, ground transportation in an amount not to exceed \$50.00, lodging in an amount not to exceed \$690.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Tim Kambitsch, Executive Director, Executive Administration, Main Library, to attend “Building Equity into the DNA of Your Organization” being held in Nashville, TN on February 25, 2020. It is further recommended that registration in the amount of \$195.00, and meals in an amount not to exceed \$40.00 be reimbursed by the Board.

Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, to attend “Teen Think Tank” being held in Ottawa, OH on February 27, 2020 through February 28, 2020. It is further recommended that mileage in an amount not to exceed \$148.35, lodging in an amount not to exceed \$150.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Diane Farrell, External Relations and Development Manager, External Relations, Main Library, Tim Kambitsch, Executive Director, Executive Administration, Main Library, and Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to attend “2020 Governor’s Award for the Arts Luncheon” being held in Columbus, OH on March 25, 2020. It is further recommended that registration in the amount of \$50.00 each, and mileage in an amount not to exceed \$81.07 each be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, and Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to attend “Research Institute for Public Libraries” being held in Chicago, IL on July 12, 2020 through July 15, 2020. It is further recommended that registration in the amount of \$1100.00 each, airfare in an amount not to exceed \$500.00 each, ground transportation and

parking in an amount not to exceed \$104.25 each, and meals in an amount not to exceed \$160.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Claudine Bennett, External Relations Manager, full-time, Grade S08, External Relations, Operations Center, effective January 19, 2020 at the rate of \$36.0577 per hour.

Angela Brady, Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, effective February 2, 2020 at the rate of \$26.9702 per hour.

DECLINED POSITION

Victoria Hix, Information Services Assistant, full-time, Grade 08, Outreach Services, effective January 5, 2019 at the rate of \$18.30 per hour.

DISMISSAL

Clarissa Sampson, Security Assistant, full-time, Grade CE4, Security, Operations Center, effective December 16, 2019.

LEAVE WITHOUT PAY

Michael Smith, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective December 15, 2019 for 24 hours for medical reasons.

PROMOTION, CHANGE IN LOCATION

Dorri Hegyi, Assistant Branch Library Manager, full-time, Grade S07, Wilmington-Stroop Branch Library, from Children Services Librarian, full-time, Grade 11, Miamisburg Branch Library, effective January 19, 2020 at the rate of \$26.8006 per hour.

REHIRE AS SUBSTITUTE

Melissa Rhoades, Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, effective January 5, 2020 at the rate of \$13.14 per hour.

RESIGNATION

Hannah DeBorde, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective December 16, 2019.

Mariah Johnson, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective July 29, 2019.

Eleora Mantle, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective December 16, 2019.

Melissa Rhoades, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective January 4, 2020.

Deborah Sevitts, Patron Service Assistant, 4/5-time, Grade 05, Kettering-Moraine Branch Library, effective February 15, 2020.

RETIREMENT

Teresa Huntley, Branch Library Manager, full-time, Grade S09, Kettering-Moraine Branch Library, effective January 31, 2020 after more than 39 years of service.

Kathryn Monhollon, Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective January 31, 2020 after more than 30 years of service.

Judy Rodgers, Patron Services Assistant, substitute, Grade Sub05, Northmont Branch Library, effective December 31, 2019 after more than 25 years of services.

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:

Isaac Fry, Children Services Assistant, Burkhardt Branch Library, for the course "Elementary Spanish II", Sinclair Community College, 4.0 credit hours, at a cost of \$599.12, for a total of \$599.12.

Tanela Hicks, Staff Development Assistant, Human Resources, Operations Center, for the course "Master's Portfolio in Library and Information Science", Kent State University, 1.0 credit hours, at a cost of \$737.00, and the course "Social Informatics", Kent State University, 3.0 credit hours at a cost of \$2,211.00, for a total of \$2,948.00.

Caitlin O'Mara, Information Services Assistant, Main Youth Services, Main Library, for the course "Cultural Heritage Seminar", University of Missouri - Columbia, 3.0 credit hours, at a cost of \$1,359.09, and the course "Problems in Information Science & Learning Technologies" University of Missouri - Columbia, 3.0 credit hours at a cost of \$1,359.09 for a total of \$2,718.18.

Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, for the course "Marketing the Library", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Gender and Sexual Identity in Children's

Literature”, Kent State University, 1.0 credit hours, at a cost of \$737.00 for a total of \$2,948.00.

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Board approved continued annual support of the Dayton Society of Natural History for the operation of the Boonshoft Museum of Discovery in the amount of \$15,000. In 1955 the Ohio Revised Code was amended to enable public libraries to contribute up to \$15,000 to support a local museum. This was enacted to facilitate the separation of the Dayton Public Library from its museum. The Library has continued to provide this annual support since the separation of the two organizations.

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 December 2019 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

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>
1/15/2019	PLF	1,286,048	286,048	1,000,000	STAR Ohio
	Total	<u>1,286,048</u>	<u>286,048</u>	<u>1,000,000</u>	

On a motion by Ms. Merz, seconded by Ms. Vaughn, the December 2019 Financial Report was approved by the Board.

Ayes: All
Nays: None

TUITION REIMBURSEMENT

Prior to 2019, the Board has authorized a specific annual allocation for Tuition Reimbursement. The amount has ranged from \$15,000 to \$35,000. In 2018, the Board authorized \$30,000 as a maximum of the funds available and participants were reimbursed for approximately 75% of their eligible expense. In 2019, the Board approved changing from a fixed reimbursement amount to 75% of all eligible tuition expenses for calendar year 2019 regardless of the number of employees participating in the program.

The Executive Director recommended and on a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board approved reimbursement of 75% of all eligible tuition expenses for calendar year 2020 regardless of the number of employees participating in the program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director shared a report on the Ohio Governor's Imagination Library initiative.

The Executive Director gave the Trustees and update on Strategic Planning.

Judge Michael Merz, Foundation Director, gave the Trustees and informal report on the Dayton Metro Library Foundation. The focus for 2020 will be to develop the Foundation's planned giving program.

Dorigen Cowling and Bill Burges, from Burges & Burges shared the results of the most recent patron survey. The results show that patrons are happy with the library and that we are on the right track with the new strategic plan.

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. Trotwood is on schedule and he is hopeful that we will get its temporary certificate by the end of January. West is in the design development phase and Burkhardt has begun concept design.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be Monday, February 10, 2020, at 4:00 p.m. in the Board Room at the Main Library.

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 19, 2020 at 4:00 p.m. in the Board 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)(2) to discuss property acquisition.

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

A roll call vote was taken as follows:

Ms. Holihan, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:21 p.m. and returned to open session at 5:43 p.m. The Vice 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)(2) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Vaughn, the Board adjourned at 5:44 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 19, 2020, 4:00 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan, Elaine Johnson,
Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

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. Merz, seconded by Ms. Johnson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Kennebrew, the minutes of the Board meeting of January 22, 2020, and the facilities meeting of February 10, 2020 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Holihan, 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:

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to participate in “American Genealogical Studies: The Basics” online course being sponsored by the National Genealogical Society. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “Early Literacy Enhanced Supercharged Storytimes” online course being sponsored by Library Juice Academy on February 3, 2020 through March 1, 2020. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, to participate in “Reinvent Your Summer Library Program” online course being sponsored by the University of Wisconsin Madison on February 3, 2020 through March 1, 2020. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Tonya Cross, Information Services Assistant, Main Youth Services, Main Library, to participate in “Teen Services Fundamentals” online course being sponsored by Infopeople on February 11, 2020 through March 9, 2020. It is further recommended that registration in the amount of \$200.00 be reimbursed by the Board.

Sarah Whalen, Acquisition Manager, Collection Development, Operations Center, to participate in “Work Smarter Not Harder” webinar being sponsored by the Amigos on February 13, 2020. It is further recommended that registration in the amount of \$149.00 be reimbursed by the Board.

Amanda Arrington, Volunteer Services Manager, Public Services Administration, Main Library, to participate in “Volunteer Management” online course being sponsored by the University of Wisconsin Madison on February 17, 2020 through March 15, 2020. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Mary Fenner, Information Services Assistant, Huber Heights Branch Library, to attend “ASL II Class” being held in Moraine, OH on February 18, 2020 through April 7, 2020. It is further recommended that registration in the amount of \$80.00 be reimbursed by the Board.

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, and Sarah Whalen, Acquisition Manager, Collection Development, Operations Center, to attend “Innovative Users Group 2020 Conference” being held in Minneapolis, MN on April 15, 2020 through April 18, 2020. It is further recommended that registration in the amount of \$325.00 each, airfare in an amount not to exceed \$360.00 each, ground transportation in an amount not to exceed \$80.00 each, lodging in an amount not to exceed \$650.00, and meals in an amount not to exceed \$160.00 each be reimbursed by the Board.

Shawna Woodard, Information Services Librarian, Special Collections, Main Library, to attend “Ohio Genealogical Society Conference” being held in Sandusky, OH on April 30,

2020 through May 1, 2020. It is further recommended that registration in the amount of \$208.00, mileage in an amount not to exceed \$194.35, lodging in an amount not to exceed \$380.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Theresa Araya, Patron Services Assistant, 1/2-time, Grade 05, Northwest Branch Library, effective February 16, 2020 at the rate of \$14.74 per hour.

Emily Musselman, Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, effective February 2, 2020 at the rate of \$12.67 per hour.

Michael Pendleton, Security Assistant, full-time, Grade CE4, Security, Operations Center, effective March 1, 2020 at the rate of \$18.35 per hour.

Timothy Smith, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective February 16, 2020 at the rate of \$17.50 per hour.

Sharon Zellner, Patron Services Assistant, ½-time, Grade 05, Southeast Branch Library, effective February 16, 2020 at the rate of \$14.74 per hour.

CHANGE IN LOCATION

Anthony MacKenzie, Information Services Assistant, full-time, Grade 08, Outreach Services, from Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective February 2, 2020 at the rate of \$18.85 per hour.

INCREASE IN HOURS

Gilbert Rutledge, Information Services Assistant, 4/5-time, Grade 08, New Lebanon Branch Library, from Information Services Assistant, 3/5-time, Grade 08, New Lebanon Branch Library, effective February 16, 2020 at the rate of \$17.20 per hour.

LEAVE WITHOUT PAY

Sally Athmer, Information Services Assistant, 3/5-time, Grade 08, Southeast Branch Library, effective January 23, 2020 for 2.63 hours for medical reasons.

PROMOTION, CHANGE IN LOCATION

Andrew Hiatt, Children Services Librarian, full-time, Grade 11, Miamisburg Branch Library, from Information Services Assistant, full-

time, Grade 08, Huber Heights Branch Library, effective March 15, 2020 at the rate of \$20.46 per hour.

Jeff Reid, Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, from Teen Services Librarian, full-time, Grade 11, Northmont Branch Library, effective March 1, 2020 at the rate of \$27.39 per hour.

REHIRE AS SUBSTITUTE

Deborah Sevitts, Patron Services Assistant, substitute, Grade Sub08, Kettering-Moraine Branch Library, effective February 16, 2020 at the rate of \$11.48 per hour.

RESIGNATION

Ara Beal, Information Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, effective December 16, 2019.

Leroy Bean, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective August 10, 2019.

Bryan Hamilton, Teen Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective January 30, 2020.

Patricia Hines, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective December 5, 2019.

Ann Riegler Crichton, Business Services Librarian, full-time, Grade 12, Information Services, Main Library, effective February 21, 2020.

Zachary Roberts, Outreach Services Manager, full-time, Grade S09, Outreach Services, effective February 7, 2020.

RETURN TO POSITION

Camee Decknadel, Assistant Branch Library Manager, full-time, Grade S07, Westwood Branch Library, from Interim Branch Library Manager, full-time, Grade S08, Miami Township Branch Library, effective February 16, 2020 at a rate of \$25.4488 per hour.

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:

Andrew Courtney DeFrain, Information Services Assistant, Northmont Branch Library, for the course "Introduction to Information Technology" University of Missouri, 3.0 credit hours, at a cost of \$1,359.00, and the course "Reference Sources and Services" University of Missouri, 3.0 credit hours, at a cost of \$1,359.00 for a total of \$2,718.00.

Andrew Hiatt, Information Services Assistant, Northmont Branch Library, for the course “Master’s Portfolio in Library and Information Science”, Kent State University, 1.0 credit hours, at a cost of \$737.00, the course “Leadership in Libraries and Information Centers” 3.0 Credit hours, at the cost of \$2,211.00, the course “Marketing the Library” 3.0 Credit hours, at the cost of \$2,211.00, and the course “Selection and Acquisition of Library Materials” Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$7,370.00.

Anthony MacKenzie, Information Services Assistant, Outreach Services, for the course “Leadership in Libraries and Information Centers”, Kent State University, 3.0 credit hours, at a cost of \$1,611.00, for the course “The Public Library”, Kent State University, 3.0 credit hours, at a cost of \$1,611.00, and the course “Marketing the Library” Kent State University, 3.0 credit hours, at a cost of \$1,611.00 for a total of \$4,833.00.

Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, for the course “Library Materials and Services for Adults”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00.

AMERICAN LIBRARY ASSOCIATION

The 2020 ALA Annual Conference will be held in Chicago, IL, from June 25 until June 30, 2020. It is recommended that the Board authorize payment of the early bird registration fee of \$365.00, \$815.00 reimbursement for lodging, \$396.00 reimbursement for travel (airfare and shuttles), and \$120.00 reimbursement for meals 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, \$5,088 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 \$5,088 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

Mr. Joe Bawidamann addressed the Board regarding an incident that happened at the Southeast Branch Library.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for January 2020 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

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>
2/13/2020	PLF	\$1,608,281	\$8,281	\$1,600,000	STAR Ohio
1/31/2020	RE Tax Advance	\$362,260	\$362,260		
1/31/2020	RE Tax Advance	\$300,208		\$300,208	Debt Service
2/7/2020	RE Tax Advance	\$307,753	\$307,753		
2/7/2020	RE Tax Advance	\$255,475		\$255,475	Debt Service
Total		\$2,833,977	\$678,294	\$2,155,683	

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the January 2020 Financial Report was approved by the Board.

Ayes: All
Nays: None

STRATEGIC PLANNING

David Ramey from Strategic Leadership Associates facilitated a discussion with the Trustees on crafting a new vision statement for the Library.

EXECUTIVE DIRECTOR’S REPORT

The Executive Director shared an update on the Montgomery County Public Libraries continuing discussion on the PLF funding formula. He also shared his proposed 2020 workplan with the Board.

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. Trotwood is 98% done and will be ready for opening on Friday March 13, 2020. West is progressing and Burkhardt initial concepts are being discussed.

NEW BUSINESS

The President announced that there would be an executive session placed on the March agenda in order to discuss the Executive Director’s performance and compensation. Ms. Johnson also asked Trustees to consider making a monetary donate for the flower and food fund that is used for each of the branch openings.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be Monday, March 9, 2020, at 4:00 p.m. in the Board Room at the Main Library.

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 18, 2020 at 4:00 p.m. in the Board 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)(2) to discuss property acquisition.

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

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:24 p.m. and returned to open session at 6:03 p.m. The Vice 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)(2) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board adjourned at 6:03 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 18, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Glenn Bower, Barbra Hayde, Jeanne Holihan, Elaine Johnson
Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

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. Merz, seconded by Ms. Vaughn, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Merz, the minutes of the Board meeting of February 19, 2020 and the facilities meeting of March 9, 2020 was approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to participate in “Guide to Documentation and Source Citation” online course being sponsored by the National Genealogical Society. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Productive Conflict” being held at Sinclair Community College on February 11, 2020. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Cynthia Chibis, Human Resources Director, Human Resources, Main Library, to attend “Redefining Diversity and Exercising Inclusion” being held at Sinclair Community College on February 11, 2020. It is further recommended that registration in the amount of \$49.00 be reimbursed by the Board.

Carol Mitchell, Branch Library Manager, Huber Heights Branch Library, to participate in “PLA Virtual Conference” on February 27, 2020 through February 28, 2020. It is further recommended that registration in the amount of \$275.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “Exploring Steam Concepts through Storytimes” online course being sponsored by Library Juice Academy on March 2, 2020 through March 29, 2020. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Desiree Davey, Technology Development Manager, Information Technology Services, Operations Center, to attend “Computers in Libraries Conference 2020” being held in Arlington, VA on March 30, 2020 through April 2, 2020. It is further recommended that registration in the amount of \$799.00, airfare in an amount not to exceed \$260.00, lodging in an amount not to exceed \$1310.00, and meals in an amount not to exceed \$200.00 be reimbursed by the Board.

Jeff Reid, Material Selection Librarian, Collection Development, Operations Center, to attend “2020 Technical Services Retreat” being held in Columbus, OH on April 15, 2020 through April 16, 2020. It is further recommended that registration in the amount of \$235.00, mileage in an amount not to exceed \$93.84, lodging in an amount not to exceed \$125.00, and meals in an amount not to exceed \$80.00 be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to attend “Ohio Genealogical Society Conference” being held in Sandusky, OH on April 29, 2020 through May 2, 2020. It is further recommended that registration in the amount of \$248.00, mileage in an amount not to exceed \$210.45, lodging in an amount not to exceed \$730.00, and meals in an amount not to exceed \$160.00 be reimbursed by the Board.

Francesca Hary, Branch Library Manager, Burkhardt Branch Library, to attend “Disney’s Approach to Business Excellence” being held in Columbus, OH on May 13, 2020. It is further recommended that registration in the amount of \$449.00, and mileage in an amount not to exceed \$96.02 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, to attend "OVGTSL 2020: Technical Services Today" being held in Akron, OH on May 17, 2020 through May 19, 2020. It is further recommended that registration in the amount of \$150.00, mileage in an amount not to exceed \$229.31, lodging in an amount not to exceed \$245.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to attend "Echoes of Our Ancestors Conference" being held in Salt Lake City, UT on May 19, 2020 through May 23, 2020. It is further recommended that registration in the amount of \$409.00, transportation in an amount not to exceed \$530.00, lodging in an amount not to exceed \$575.00, and meals in an amount not to exceed \$200.00 be reimbursed by the Board.

Michael Nemire, Audio-Visual Services Technician, Information Technology Services, Main Library, and Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, Operations Center, to attend "InfoComm 2020" being held in Las Vegas, NV on June 13, 2020 through June 19, 2020. It is further recommended that registration in the amount of \$449.00 each, transportation in an amount not to exceed \$790.00 each, lodging in an amount not to exceed \$1450.00 each, and meals in an amount not to exceed \$360.00 each be reimbursed by the Board.

Martha Ballinger, Information Services Librarian, Special Collections, Main Library, to attend "Palatines to America National Conference" being held in Cincinnati, OH on June 20, 2020. It is further recommended that registration in the amount of \$108.45, and mileage in an amount not to exceed \$62.33 be reimbursed by the Board.

Kimberly Bishop, Staff Development Manager, Human Resources, Operations Center, to attend, "Nuts & Bolts of Technology Competencies and Beyond" being held in Chicago, IL on June 26, 2020. 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:

APPOINTMENTS

Denny Russell, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective March 15, 2020 at the rate of \$17.03 per hour.

Alexis Whitney, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective March 1, 2020 at the rate of \$17.03 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Marguerite Ebert, Patron Services Assistant, 1/2-time, Grade 05, Southeast Branch Library, from Patron Services Assistant, substitute, Grade 05, Miamisburg Branch Library, effective March 1, 2020 at the rate of \$14.74 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Angelia Fitzgerald, Library Aide, Main Library, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, effective February 16, 2020 at the rate of \$10.25 per hour.

LEAVE WITHOUT PAY

Theresa Araya, Patron Services Assistant, 1/2-time, Grade 05, Northwest Branch Library, effective March 15, 2020 for 20 hours for vacation.

Jennifer Effinger-Damron, Information Services Assistant, full-time, Grade 08, Outreach Services, effective December 23, 2019 for 8 hours for vacation.

LONG-TERM LEAVE OF ABSENCE

Cheryl Wirtley, Branch Library Manager, full-time, Grade S8, Miami Township Branch Library, effective December 1, 2019.

RESIGNATION

Iris Juergens, Borrower Services Manager, full-time, Grade S07, Borrower Services, Main Library, effective March 13, 2020.

Elijah Stephens, Information Services Assistant, substitute, Grade Sub08, Outreach Services, effective November 3, 2019.

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:

Caitlin O'Mara, Information Services Assistant, Main Youth Services, Main Library, for the course "MLIS Portfolio", University of Missouri-Columbia, 1.0 credit hours, at a cost of \$453.03.

GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE RENEWAL

The Board approves the renewal of the Group Life Insurance Policy with Anthem Life Insurance Company at the rate of \$0.17/\$1,000 and the renewal of the Accidental Death and Dismemberment Insurance Policy at the rate of \$0.03/\$1,000 for the period July 1, 2020 through July 1, 2022.

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 February 2020 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the February 2020 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 2020 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. Holihan, seconded by Ms. Hayde, 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, 2020, 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 2020

GENERAL FUND

1000 - Salaries and Benefits	\$22,891,285
2000 – Supplies	\$746,750
3000 - Purchased Services	\$6,686,935
4000 - Library Materials & Information	\$4,286,290
5000 - Capital Outlay	\$1,133,475
6000 - Debt Service	\$0
7000 - Other Objects	\$182,265
8000 – Contingency	\$0
9000 - Transfers to other funds	\$0
Total General Fund Appropriations	\$35,927,000

SUSTAINABILITY FUND

3000 – Purchased Services	\$10,500
Total Sustainability Fund Appropriations	\$10,500

FACILITIES ENHANCEMENT FUND

2000 – Supplies	\$1,250
3000 - Purchased Services	\$204,750
5000 - Capital Outlay	<u>\$150,000</u>
Total Facilities Enhancement Fund Appropriations	\$356,000

FUTURE EMPLOYEE EXPENSE FUND

3000 – Purchased Services	<u>\$3,000</u>
Total Future Employee Expense Fund Appropriation	\$3,000

DEBT SERVICE FUND

3000 - Purchased Services	\$211,000
6000 – Debt Service	<u>\$11,004,342</u>
Total Debt Service Fund Appropriations	\$11,215,342

BUILDING & REPAIR FUND

3000 - Purchased Services	\$502,500
5000 - Capital Outlay	\$7,500,000
7000 - Miscellaneous	<u>\$600</u>
Total Building & Repair Fund Appropriations	\$8,003,100

TAXABLE CONSTRUCTION FUND

2000 – Supplies	\$ 20,000
3000 - Purchased Services	\$2,259,000
5000 - Capital Outlay	\$27,950,000
7000 - Miscellaneous	<u>\$3,000</u>
Total Taxable Construction Fund Appropriations	\$30,232,000

TAX EXEMPT CONSTRUCTION FUND

5000 - Capital Outlay	<u>\$0</u>
Total Exempt Construction Fund Appropriations	\$0

Total All Funds Appropriations **\$85,746,942**

A roll call vote was taken as follows:

- Mr. Bower, Aye
- Ms. Hayde, Aye
- Ms. Holihan, Aye
- Ms. Johnson, Aye
- Mr. Kennebrew, Aye
- Ms. Merz, Aye
- Ms. Vaughn, Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Trustees on the Library's response to the COVID-19 outbreak. At this time all library locations are closed to the public indefinitely. There is hope that the Library will be able to provide some services to the public, such as curbside pickup of books, while keeping the general population out of the buildings. Things have been changing rapidly and the Library is moving to adapt with these changes.

LIBRARIES FOR A SMARTER FUTURE UPDATE

The Executive Director gave the Trustees an update on the facilities projects. The Grand Opening of the new Trotwood Branch Library was canceled and will reopen when the other branches reopen to the public. There will be a celebration in May to dedicate the nature play area. Other branch design will continue remotely.

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, April 6, 2020 at 4:00 p.m. in the Board Room at the Main Library.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 15, 2020 at 4:00 p.m. in the Board 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)(4) of the Ohio Revised Code to discuss the collective bargaining agreement.

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

A roll call vote was taken as follows:

Mr. Bower, Aye
Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:49 p.m. and returned to open session at 5:09 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)(4) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board adjourned at 5:09 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 15, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Glenn Bower, Jeanne Holihan, Elaine Johnson
Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:04 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 Ms. Holihan, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the minutes of the Board meeting of March 18, 2020 were approved by the Board.

Ayes: All
Nays: None

The April 6, 2020 Facilities meeting of the Board was canceled.

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Mr. Bower, the following items from the Consent Agenda were approved by the Board:

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

CHANGE IN HOURS, CHANGE IN POSITION, CHANGE IN LOCATION

Shamar Roberson, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, from Patron Services Assistant, half-time, Grade 05, Trotwood Branch Library, effective April 12, 2020 at the rate of \$15.15 per hour.

RESIGNATION

Melissa Hesson, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective March 12, 2020.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of the Dayton Metro Library Staff Association, addressed the Board. In her statement, she expressed gratitude for the Library deciding to close during the COVID-19 outbreak and also stated that the union is looking forward to working out an agreement with the Library so that employees can come back to work in a safe environment.

LIBRARIES FOR A SMARTER FUTURE UPDATE

The Executive Director gave the Trustees an update on the facilities projects. Design work continues on the new West, Burkhardt, and Northmont Branches.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for March 2020 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Mr. Kennebrew, seconded by Mr. Merz, the March 2020 Financial Report was approved by the Board.

Ayes: All
Nays: None

MERGER OF THE SUSTAINABILITY FUND WITH THE GENERAL FUND

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board approved the follow resolution merging the sustainability fund into the general fund;

WHEREAS, the Sustainability Fund (Fund 102) was established in 2011 by the Board of Trustees to provide “budget stabilization” to be used to offset any dramatic shortfall in reserves to the General Fund (Fund 101); and

WHEREAS, the Sustainability Fund (Fund 102) was entirely created through the use of General Fund dollars; and

WHEREAS, it is projected that that the General Fund (Fund 101) will require additional funds in order to meet the reserve policy of maintaining a minimum of 60 days of cash on hand by the end of 2020; NOW

THEREFORE BE IT RESOLVED, that the balance of the Sustainability Fund (Fund 102) in the amount of \$9,903,685.15 plus accrued interest, be transferred back into the General Fund (Fund 101).

Ayes: All
Nays: None

MERGER OF FUTURE EMPLOYEE COMPENSATION FUND WITH THE GENERAL FUND

On a motion by Mr. Bower, seconded by Ms. Merz, the Board approved the follow resolution merging the future employee compensation fund into the general fund;

WHEREAS, the Future Employee Compensation Fund (Fund 201) was established in 2011 by the Board of Trustees to accumulate money to provide benefit payouts of accrued sick/vacation hours of all employees in total; and

WHEREAS, the Future Employee Compensation Fund (Fund 201) was entirely created through the use of General Fund dollars; and

WHEREAS, the Board of Trustee’s 60-day reserve policy already provides for funding for sick/vacation leave payouts, making the Future Employee Compensation Fund (Fund 201) duplicative; NOW

THEREFORE BE IT RESOLVED, that the balance of the Future Employee Compensation Fund (Fund 201) in the amount of \$1,997,003.70 plus accrued interest, be transferred back into the General Fund (Fund 101).

Ayes: All
Nays: None

MERGER OF FACILITIES ENHANCEMENT FUND WITH THE GENERAL FUND

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved the follow resolution merging the facilities enhancement fund into the general fund;

WHEREAS, the Facilities Enhancement Fund (Fund 103) was established in 2013 upon the receipt of an anonymous bequest in the amount of \$1,311,444 of which \$1.0 million was approved to provide facility enhancements for all branches within the Library network; and

WHEREAS, these funds were originally established as General Fund dollars when the Facilities Enhancement Fund was created; and

WHEREAS, only \$284,275 of the remaining balance is needed for the completion of the Facilities Enhancement Project; NOW

THEREFORE BE IT RESOLVED, that the balance of the Facilities Enhancement Fund (Fund 103) in the amount of \$645,674.77 plus accrued interest, be transferred back into the General Fund (Fund 101).

Ayes: All
Nays: None

COVID-19 UPDATE

The Executive Director updated the Trustees on the Library's response to the COVID-19 outbreak.

As reported during the March 18, 2020 Board meeting, all libraries were closed at end of business on March 13, 2020 and employees were instructed to remain at home following the Governor's Declaration of a State of Emergency and the Ohio Department of Health order about gatherings of more than 10 persons. The administration extended the practice of pay continuation per the existing Board approved Calamity Day policy. Pay continuing through the Calamity Policy is being extended to all staff; managers, bargaining unit members, and library aides and substitutes.

At this time all library locations are still closed to the public indefinitely and opening will rely on instruction from the State and Federal government. Regardless of when the Library opens, it will be done in stages in order to ensure the safety of the staff and the public.

The Executive Director outlined a series of fiscal projections developed in conjunction with Fiscal Officer David Hess that assumed up to a 40% loss in Public Library Fund from the State of Ohio beginning in May 2020. Several projections included revenue losses continuing through the remainder of the year and additional losses in 2021.

The Executive Director told Trustees the Library will need to address the anticipated interruption in funding by developing plans to immediately reduce expenditures from the general fund. Those plans should include furloughing staff through the State's SharedWork Ohio program, freezing vacancies, lower expenditures across the board, reducing contracted services, and reducing spending for new physical materials collections and shifting that funding toward electronic services. Additional operational, policy, and budgetary changes would be needed to create a sustainable library budget.

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)(4) and Section 121.22 (G)(2) of the Ohio Revised Code to discuss the collective bargaining agreement and property acquisition.

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

A roll call vote was taken as follows:

Mr. Bower, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:28 p.m. and returned to open session at 6:54 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)(4) and Section 121.22 (G)(2) of the Ohio Revised Code.

After coming out of Executive Session, the President read the follow resolution;

The Board recognizes that the Library is facing substantial challenges and that actions will be necessary for the long-term sustainability of the Library. We also recognize the value of our employees and are concerned about their health and safety, as well as the health and safety of our patrons.

Therefore, the Executive Director is being directed to target savings of \$1 million per month from the general fund, recognizing the challenges that are implicit in this goal. Also, we are directing the Executive Director to create a plan to achieve this goal as soon as possible. Because of our concerns for the safety of our employees we are also directing him to develop a plan for the restoration of library services following all safety protocols for COVID-19.

On a motion by Ms. Merz, seconded by Ms. Vaughn, the Board approved the resolution.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, May 11, 2020 at 4:00 p.m. in the Board Room at the Main Library (or via WebEx if the Stay at Home order is still in place).

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 20, 2020 at 4:00 p.m. in the Board Room at the Main Library (or via WebEx if the Stay at Home order is still in place).

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board adjourned at 6:57 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 20, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Glenn Bower, Barbara Hayde, Jeanne Holihan, Elaine Johnson
Carl Kennebrew, Margot Merz, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:10 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. Holihan, seconded by Mr. Bower, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Vaughn, the minutes of the Board meeting of April 15, 2020 were approved by the Board.

Ayes: All
Nays: None

The May 11, 2020 Facilities meeting of the Board was canceled.

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Ms. Vaughn, the following items from the Consent Agenda were approved by the Board:

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

RESIGNATION

Janet Russell, Patron Services Assistant, substitute, Grade Sub05, West Carrollton Branch Library, effective April 30, 2020.

Suzanne Sandridge, Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective May 9, 2020.

RETIREMENT

Linda Gough, Senior Patron Services Assistant, full-time, Grade 06, Northmont Branch Library, effective May 31, 2020, after more than 25 years of service.

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:

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, 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 "Selection and Acquisition of Library Materials", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Master's Portfolio in Library and Information Science", Kent State University, 1.0 credit hours, at a cost of \$737.00 for a total of \$5,159.00.

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 April 2020 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Ms. Holihan, seconded by Ms. Hayde, the April 2020 Financial Report was approved by the Board.

Ayes: All
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

The Executive Director gave the Trustees an update on the facilities projects. Projects are moving forward and design work continue for the new Burkhardt and Northmont Branches. The West Branch has moved into the construction document phase. The Executive Director stated that with the closure of the Libraries due to COVID-19 and the cost saving measures the Trustees have asked him to make, it is important that patrons understand that the money used for the new buildings is coming from a different pot of money than the everyday operation of the Libraries. This money, from the bond fund, can only be used on the construction projects and the four remaining branched will still be built to the same quality of all the other new branches.

SALE OF FORMER BELMONT BRANCH

The Fiscal Officer signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 1041 Watervliet Ave, Dayton, OH, formerly the Belmont Branch Library, to Sean and Kristi McCartney for the price of \$185,000.00.

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board authorized Fiscal Officer David Hess to execute all necessary documents to sell and convey the property and building located at 1041 Watervliet Ave, Dayton, OH, formerly the Belmont Branch Library, to Sean and Kristi McCartney for the price of \$185,000.00 and further authorized the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

Ayes: All
Nays: None

COVID-19 UPDATE

The Executive Director updated the Trustees on the Library's response to the COVID-19 outbreak. He shared that all staff are currently being furloughed at 50% through the SharedWorks Ohio program. A Memorandum of Understanding (MOU) has been signed with the Dayton Metro Library Staff Association and the Executive Director asked the Board to ratify the agreement, which could last up until October 31, 2020.

On a motion by Ms. Merz, seconded by Mr. Bower, the Board ratified the MOU with the Dayton Metro Library Staff Association.

Ayes: All
Nays: None

Jayne Klose, Community Engagement Manager, shared the results of a Burges & Burges survey that was conducted to determine how COVID has impacted service. This survey was conducted online so it does not capture those patrons without internet access, but all branches were represented in the responses. One of the takeaways from this survey was that Coronavirus has impacted almost everyone, but particularly minorities and homes with school-aged children learning remotely. This survey also reinforced the continued need for the Library's mission to provide digital access to underserved communities.

Holly Varley, Collection Development Director, shared how the collection has been affected due to the Library closure and budget cuts. When the Library closed \$100,000 was transferred from the budget for physical collection into the budget for electronic collections as then need was greater for digital access when the physical collection was inaccessible. Overall, Ms. Varley has cut the collection development budget by 18%, mostly from the physical collection but also cutting out some lesser used databases and implementing some new restrictions on Hoopla. In terms of usage, April has an all-time high circulation for eBooks and eVideo has increased because people are home, binge watching. Ancestry.com and LinkedIn Learning usage has also increased.

Rachel Gut, Deputy Executive Director, discussed plans for the first phase of reopening the Libraries to patrons. Starting May 28th all locations will be providing contactless curbside pickup. Staff will be calling those patrons who have reserves that have been on the shelves throughout the closure and patrons can also place new reserves through the online catalog or the AskMe Line. The Library will also start taking returns via the automated system or through book drops. These items will be quarantined for 4 days before returning to the collection for circulation. Plans are being made to gradually open other services but no dates have been confirmed yet.

Mandie Burns, Youth Services Director, explained how the Library will be handling Summer Challenge this year. It will look different this year as it has moved to an online program. Summer Challenge will run from June 1st through August 1st, starting a little later than normal. All programs will be virtual and a mix of in-house and paid. DML will be using the READsquared software again this year and paper trackers available to print off on the website. Those patrons who use the paper trackers solely can call into the AskMe Line to report their progress to staff. The prizes are moving to a fulfillment model where participations can pick a prize option and it will be mailed to their home or for curbside pick on special "prize pickup days". There will also be a broader definition of what counts this year ranging from reading to online challenges to watching educational programing online.

NEW BUSINESS

The Executive Director recognized Glenn Bower's years of service to the library by proposing the following resolution:

WHEREAS, Glenn Bower has served with distinction on the Board of Library Trustees of the Dayton Metro Library from June 11, 2015, through May 31, 2020; and

WHEREAS, he demonstrated his leadership by serving as Secretary of the Board from January 2017 through December 2019; and

WHEREAS, he freely and unselfishly gave of his time, talents, expertise and efforts to promote, champion, and improve the library; and

WHEREAS, he defended the intellectual freedom of all citizens and helped library collections representing diverse viewpoints; and

WHEREAS, his clear vision of quality library service helped guide the Board in setting and accomplishing its strategic goals and outcomes during his tenure; and

WHEREAS, his acute legal insights years of experience with work in business law proved to be extremely beneficial to the Board and the Library in the many decisions that were required; and

WHEREAS, he contributed to extensive planning and decision making at a time of unprecedented change as evidenced by the many construction projects completed during his tenure as a part of the Libraries for a Smarter Future facilities construction program; and

WHEREAS, his dedication to the community has been further illustrated by his distinguished service to other local organizations, including Big Brothers/Big Sisters of Greater Dayton, Friends of Aullwood Audubon Center and Planned Parenthood of Miami Valley; and

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

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

On a motion by Ms. Vaughn, seconded by Ms. Merz, the Board adopted the resolution.

Ayes: All
Nays: None

President Johnson also shared that she had been in touch with the Court of Common Pleas and had discussed the Board's preference for a new appointee in hopes to get the appointment from the Judges as soon as possible.

The President also requested that Ms. Vaughn and Ms. Merz move forward with the Executive Director's performance appraisal and lead a discussion about it in Executive Session at the June Board meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, June 8, 2020 at 4:00 p.m. via WebEx.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 17, 2020 at 4:00 p.m. via WebEx.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board adjourned at 6:19 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 17, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Barbara Hayde, Jeanne Holihan, Elaine Johnson, Carl Kennebrew,
Margot Merz, Nolan Thomas, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:03 p.m.

Notary Public Ashley Orr ceremonially administered the Oath of Office to the Trustees, the Executive Director and the Fiscal Officer.

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. Hayde, seconded by Ms. Merz, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the minutes of the Board meeting of May 20, 2020 and the June 8, 2020 facilities meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Ms. Hayde, the following items from the Consent Agenda were approved by the Board:

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

DISSMISSAL

Carolyn Roberts, Children Services Librarian, full-time, Grade 11, Southeast Branch Library, effective May 26, 2020.

INTERIM CHANGE IN LOCATION

Tracee Arnold, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, from Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective May 24, 2020 at the rate of \$24.82 per hour.

Aaron Botts, Patron Services Assistant, full-time, Grade 05, Northmont Branch Library, from Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective May 24, 2020 at the rate of \$16.14 per hour.

Jacqueline Gazda, Information Services Librarian, full-time, Grade 11, Northmont Branch Library, from Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective May 24, 2020 at the rate of \$23.24 per hour.

Eric Hockaday, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective May 24, 2020 at the rate of \$18.48 per hour.

Tracy Phillips, Interim Branch Library Manager, full-time, Grade S09, Kettering-Moraine Branch Library, from Branch Library Manager, full-time, Grade S08, Northwest Branch Library, effective May 24, 2020 at the rate of \$33.0983 per hour.

INTERIM CHANGE IN POSITION

Allison Dugan, Interim Main Library Services Manager/Borrower Services Manager, full-time, Grade S07, Main Library, from Main Library Services Manager, full-time, Grade S06, Main Library, effective May 24, 2020 at the rate of \$26.8688 per hour.

Jenny Hicks, Interim Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Vandalia Branch Library, effective May 24, 2020 at the rate of \$28.8831 per hour.

INTERIM CHANGE IN POSITION AND LOCATION

Camee Decknadel, Interim Outreach Services Manager, full-time, Grade S09, Outreach Services, from Assistant Branch Library Manager, full-time, Grade S07, Westwood Branch Library, effective May 24, 2020 at the rate of \$26.9757 per hour.

Ashlee Hammond, Interim Assistant Branch Library Manager, full-time, Grade S07, Westwood Branch Library, from Teen Services Librarian, full-time, Grade 11, Madden Hills Branch Library, effective May 24, 2020 at the rate of \$24.4728 per hour.

PROMOTION AND CHANGE IN LOCATION

Alexis Hockaday, Teen Services Librarian, full-time, Grade 11, Northmont Branch Library, from Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective May 24, 2020 at the rate of \$20.46 per hour.

RESIGNATION

Amber Bailey, Processor, full-time, Grade 02, Cataloging, Operations Center, effective May 20, 2020.

Courtney DeFrain, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective May 26, 2020.

MacKennize Kennie, Patron Services Assistant, substitute, Grade 05, Madden Hills Branch Library, effective November 21, 2019.

Darlene Routhier, Patron Services Assistant, substitute, Grade 05, Northwest Branch Library, effective April 27, 2020.

Freyja Vanoy, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective May 30, 2020.

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:

Isaac Fry, Children Services Assistant, Burkhardt Branch Library, for the course "Intermediate Spanish", Sinclair Community College, 3.0 credit hours, at a cost of \$448.09.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of the Dayton Metro Library Staff Association, addressed the Board regarding staff returning to work. She expressed appreciation that employees have been allowed to return to work but expressed concerns about the Library opening to the Public. The Union has expressed that they would like to continue to participate in creating plans for reopening to help provide a safe environment for both patrons and staff.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for May 2020 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

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>
5/15/2020	PLF	\$1,106,837	\$1,106,837	-	
6/5/2020	RE Tax Advance	\$714,769	\$714,769	-	
6/5/2020	RE Tax Advance	\$598,254	-	\$598,254	Debt Service
Total		\$2,419,860	\$1,821,606	\$598,254	

On a motion by Ms. Merz, seconded by Ms. Holihan, the May 2020 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Trustees on the Library’s response to the COVID-19 outbreak and reopening plans. The Library has been providing curbside service starting the last week of May. Staff has been preparing for the reopening of the buildings for limited library services and how to best do that safely.

LIBRARIES FOR A SMARTER FUTURE UPDATE

The Executive Director and Gerry Mitchell, Facilities Construction consultant, gave the Board an update on the current building schedule for completion of projects.

MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved the proposed amendment to the Managerial and Confidential Employee Compensation Plan that was originally approved on

September 19, 2018. This update recommends changes to all managers and confidential employees consistent with similar terms to the recently ratified MOU with the Dayton Metro Library Staff Association due to the COVID-19 shutdown.

Ayes: All
Nays: None

REVISION TO THE CODE OF CONDUCT - ACTION

On a motion by Ms. Merz, seconded by Ms. Vaughn, the Board endorsed the proposed revision to the Library's Code of Conduct (Policy PS 310) as presented in the Board materials.

Ayes: All
Nays: None

CORRESPONDENCE

The Board acknowledged a resolution dated June 3, 2020 from the Montgomery County Court of Common Pleas, appointing Nolan Thomas to the Dayton Metro Library Board of Trustees for a seven year term commencing June 1, 2020.

NEW BUSINESS

On a motion by Mr. Kennebrew, seconded by Ms. Hayde, the Board adopted the following resolution:

WHEREAS, disproportionately higher rates of chronic diseases, mortality, poverty, economic distress, and the adverse effects of health outcomes for African Americans are widely recognized and documented yet continue to persist throughout the United States; and

WHEREAS, black infants in Montgomery County are 2.5 times more likely to die in the first year of life than white infants; and

WHEREAS, African Americans' health outcomes are twice as poor as the rate for Caucasians when comparing the social determinants of health, including deaths due to chronic disease, infant mortality, home loan denial rates, percent with less than a high school diploma, low birth weight infants, child poverty rate, and unemployment rate; and

WHEREAS, COVID-19 has further shed a bright light on the health disparities in the African-American community; and

WHEREAS, racism is a social system with multiple dimensions; and

WHEREAS, almost all of the 400 years of black America's experiences were under slavery, Jim Crow, and discriminatory public laws and policies which allowed preferential

opportunity to white people while at the same time subjecting people of color to hardship and disadvantage in all areas of life; and

WHEREAS, racism acts on systemic, institutional and interpersonal levels, all of which operate throughout time and across generations; and

WHEREAS, still now, racism--not race--causes disproportionality high rates of homelessness, incarceration, poor education, health outcomes, and economic hardship for African Americans; and

WHEREAS, organizations around the world are devoted to supporting public health as the art and science of preventing disease, prolonging life and to provide conditions under which people can sustain and improve their health; and

WHEREAS, the society must address persistent disparities in health outcomes and the social, economic, educational and environmental inequities that contribute to them; and

WHEREAS, Dayton Metro Library adopted a new strategic plan where building equity in the community is one of the plan's five major goals; NOW

THEREFORE BE IT RESOLVED, the Board of Trustees of the Dayton Metro Library prioritizes diversity, inclusion, and equity in its strategic plan, and therefore must confront the issue of racism in all of its forms, and

BE IT FURTHER RESOLVED, Dayton Metro Library declares #BLACK LIVES MATTER and will work alongside regional entities to create plans of action to address the issues where racism negatively impacts the outcomes of black and brown residents of Dayton; and

BE IT FURTHER RESOLVED, Dayton Metro Library joins the City of Dayton, Montgomery County, and a chorus of other government, education, private, and not-for-profit organizations to declare racism a public health crisis, and supports equitable policies and commits to inform our public discourse on racism.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, July 6, 2020 at 4:00 p.m. via WebEx.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 15, 2020 at 4:00 p.m. via WebEx.

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) and 121.22(G)(4) to discuss the employment and compensation of the Executive Director and the collective bargaining agreement, respectively.

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

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Thomas, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:09 p.m. and returned to open session at 7:01 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)(2) and 121.22(G)(4) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Vaughn, seconded by Ms. Merz, the Board adjourned at 7:01 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY
MINUTES OF THE SPECIAL BOARD MEETING

Monday, July 6, 2020, immediately following the Facilities Meeting

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Barbara Hayde, Elaine Johnson, Carl Kennebrew
 Margot Merz, Nolan Thomas, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 4:32 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 conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

No changes were made to the agenda that was approved in the Facilities meeting.

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 the Executive Director's performance appraisal.

On a motion by Ms. Merz, seconded by Ms. Hayde, the Board entered into Executive Session.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Vaughn, Aye
Mr. Thomas, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:33 p.m. and returned to open session at 5:23 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.

On a motion by Mr. Thomas, seconded by Ms. Vaughn, the Board approved the adoption of the Executive Director's 2019 evaluation. That evaluation finds that overall the Executive Director exceeds expectations of the Board. The Board's comments and conclusions were that the Board continues to have high confidence in the Executive Director's leadership and recognize his record of achievement which lead the Board to have high expectations which he meets and frequently exceeds.

Ayes: All
Nays: None

On a motion by Mr. Thomas, seconded by Carl Kennebrew, the Board approved the deferral of any consideration of adjustments to the compensation of the Executive Director until the point when the Board is considering any adjustments to the MOU that is currently in place with the DML Staff Association.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Vaughn, the Board adjourned at 5:26 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 15, 2020, 4:00 p.m.

PRESENT: Barbara Hayde, Elaine Johnson,
Margot Merz, Nolan Thomas

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:01 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 Ms. Hayde, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Merz, the minutes of the Board meeting of June 17, 2020, the Facilities meeting of July 6, 2020 and the Special meeting of the Board of July 6, 2020 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Ms. Hayde, the following items from the Consent Agenda were approved by the Board:

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

DISMISSAL

Denny Russell, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective July 1, 2020.

INTERIM CHANGE IN POSITION AND LOCATION

William McIntire, Interim Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective July 5, 2020 at the rate of \$27.5979 per hour.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2020 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

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>
6/15/2020	PLF	\$1,271,985	\$1,271,985	-	
6/15/2020	RE Tax Advance	\$76,106	\$76,106	-	
6/15/2020	RE Tax Advance	\$62,973	-	\$62,973	Debt Service
6/5/2020	RE Tax Advance	\$89,436	\$89,436	-	
6/5/2020	RE Tax Advance	\$73,821	-	\$73,821	Debt Service
6/5/2020	RE Tax Advance	\$36,054	\$36,054	-	
6/5/2020	RE Tax Advance	\$29,842	-	\$29,842	Debt Service
Total		<u>\$1,640,217</u>	<u>\$1,473,581</u>	<u>\$166,636</u>	

On a motion by Ms. Hayde, seconded by Ms. Merz, the June 2020 Financial Report was approved by the Board.

Ayes: All
Nays: None

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2021

The Montgomery County Budget Commission has scheduled the 2021 Tax Budget Allocation Meeting for Thursday, August 27, 2020. The meeting includes public hearings from the four libraries in Montgomery County. The Dayton Metro Library intends to participate in the hearing.

Representatives of the four libraries, along with representatives of the Montgomery County Budget Commission, have met and discussed changes to the funding formula and have come to an agreement to support the following new funding formula to be adopted for 2021 calendar year:

Public Library Fund Distribution Formula

Each year the Montgomery County Budget Commission shall determine for the following year the distribution of Public Library Fund receipts using percentages for each library district calculated from projected receipts estimated in July by the Ohio Department of Taxation. The formula for distribution shall use four factors:

(A) For 2021 only, the beginning Projected Base Allocation Amount shall be established using the Projected Base Distribution for 2019 and 2020 plus Cost of Living Increase and Excess Distribution, and less the Square Foot Adjustments in those years.

For years 2022 and beyond, the beginning Projected Base Allocation Amount shall be the Adjusted Distribution Percent Share as calculated for the prior year, as detailed below.

(B) In years when the projected total PLF funds for Montgomery County exceed prior year projections, a Cost of Living Increase of up to 3% shall be added to each library's projected distribution.

(C) If projected funds remain undistributed after the 3% Cost of Living Increase has been applied, a Square Footage Adjustment shall be made for any library that has increased its total square footage in the prior year. The maximum adjustment shall be calculated at rate of 50% of countywide cost per square foot applied to the new square footage. Regardless of how square footage is reported year over year, the Square Footage Adjustment applies to only actual new square footage added for library use.

(D) If projected funds remain undistributed following the square footage adjustment, an Excess Distribution shall be proportionally allocated using data submitted to the State Library of Ohio weighted with square footage used for library purposes at 50%, circulation at 30%, and cardholders at 20%.

For each library the Projected Distribution Amount for the following year shall be total Base Allocation Amount (A) plus any Cost of Living Increase (B), plus any Square Footage Adjustment (C), plus any Excess Distribution (D).

The relative proportion of each library's Projected Distribution Amount shall determine the Distribution Percentage Share for the following year.

Actual distribution of the Public Library Fund receipts will be allocated using the Distribution Percentage Share for each library district.

The Adjusted Distribution Percent Share less the Square Footage Adjustment (C) shall determine the Projected Distribution Base Amount for the subsequent year.

The four libraries agree to annually share copies of data submitted to the State Library within 30 days of submission and to share data on square footage, circulation, and cardholders by January 31.

It is intended that the Public Library Fund will be distributed in this manner until at least 2032. However, any library may call for a meeting with representatives of the Budget Commission to review the formula, data reporting standards, and data submitted to the State Library, and propose any changes to the formula. The library making such request shall notify the other libraries within a reasonable amount of time that the request has been made with an explanation of why.

The Board representing each library shall pass a resolution each year when in agreement with the distribution.

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

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 Commission desires that the Library Boards of all four libraries endorse the adoption of the agreed to formula commencing with calendar year 2021 prior to the 2020 Montgomery County Budget Commission hearing, and

WHEREAS, the Funding Distribution Formula will 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 2021 Public Library Fund by the Montgomery County Budget Commission.

Ayes: All
Nays: None

WEST BRANCH RENDERINGS

John Fabelo, from LWC, shared renderings of the design of the new West Branch Library.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave the Trustees a brief update on the Library's reopening since the closure due to COVID-19. Plans are still fluid and could change based what the Governor might announce at his press conference later tonight.

The Library hosted a Facebook panel discussion for the book "Me and White Supremacy". It was well attended and is available to watch later.

LIBRARIES FOR A SMARTER FUTURE UPDATE

In lieu of time, the Board deferred the facilities discussion to the next meeting.

STRATEGIC PLAN

The Executive Director shared the final graphic for the new strategic plan. The Board discussed the proposed vision statement. On a motion by Ms. Hayde, seconded by Ms. Merz, the Board approved "We spark a thriving community" as the Library's new vision statement.

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

There will probably be a Special meeting called in September to consider bids for the West Branch Library.

The next Facilities Meeting will be held Tuesday, September 8, 2020 at 4:00 p.m. via WebEx.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 16, 2020 at 4:00 p.m. via WebEx.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Hayde, the Board adjourned at 5:33 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY
MINUTES OF THE SPECIAL BOARD MEETING

Wednesday, August 19, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Barbara Hayde, Jeanne Holihan, Elaine Johnson, Carl Kennebrew
Margot Merz, Nolan Thomas, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 4:03 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 conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Merz, seconded by Ms. Vaughn, the agenda was approved by the Board.

Ayes: All
Nays: None

WEST BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE

For the benefit of some of the newer Trustees, the Executive Director went over the history of the bidding process for all the facilities projects as well as the Library's inclusion plan and goals. The Board also discussed a position paper that was received at 2:00 p.m. on August 19, 2020 from Black Lives Matter Dayton regarding minority representation in the facilities projects.

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 West Branch. Seven (7) bids were received by the bid due date August 4, 2020.

<u>Bidder</u>	<u>Amount</u>
Robertson Construction Services Inc Heath, OH	\$6,845,000
DAG Construction Co Inc Cincinnati, OH	\$6,998,000

Elford Inc Columbus, OH	\$7,172,000
Monarch Construction Co Cincinnati, OH	\$7,018,000
Staffco Construction Inc Fairborn, OH	\$7,176,000
Brumbaugh Construction Inc Arcanum, OH	\$7,578,000
AKA Construction Inc Dayton, OH	\$7,677,180

In consultation with Facilities Construction Consultant, Gerry Mitchell, and Shook senior project engineer, Jaron Develbiss, proposals were evaluated on costs and compliance with specifications and requirements outlined in the public bid documents. It was determined that Robertson Construction Services Inc submitted the lowest responsive and responsible bid.

On a motion by Ms. Holihan, seconded by Ms. Vaughn, the Board approved Robertson Construction Services Inc for the single prime general contractor contract for the West Branch for the amount of \$6,845,000. Additionally, the Board approved the addition of Alternates 1, 2, 3, 5, and 6 totaling \$164,100, for grand total amount not to exceed \$7,009,100 being awarded to Robertson Construction. It was also recognized that Robertson Construction has documented efforts to achieve the Library's minority and women goals as it relates to contractors and participation.

Ayes: All
Nays: None

The Trustees discussed the best way to respond to the paper and directed the Executive Director to create a written response. The letter should reiterate the history of how the Library has corrected deficiencies since Segment I in regards to minority goals. The partnerships with the Minority Business Council and other such agencies should also be highlighted.

COVID-19 UPDATE

The Executive Director gave the Board a brief update on the Library's reopening plans as well as an update on the budget in regards to COVID-19.

RESOLUTION TO CREATE CARES ACT-CORONAVIRUS RELIEF FUND

On a motion by Ms. Merz, seconded by Ms. Hayde, the Board approved the following resolution:

WHEREAS, the U.S. Department of Treasury is offering Coronavirus Relief Funds through the CARES Act to the Ohio Office of Budget and Management for the period of March 1, 2020 thru December 30, 2020; and

WHEREAS, the Ohio Office of Budget and Management is authorized under OBN0100122-CRF-Public Libraries to distribute Coronavirus Relief Funds to Libraries throughout the State of Ohio; and

WHEREAS, the Dayton Metro Library would like to apply for Coronavirus Relief Funds through the CARES Act under CFDA 21.019; and

WHEREAS, under Ohio Revised Code Section 5705.09 Dayton Metro Library has the authority to establish this new fund related to Coronavirus Relief without seeking AOS approval; NOW

THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library would like to establish a new fund entitled CARES Act-Coronavirus Relief Fund for the purpose of applying for and receiving federal funds to be distributed through the Ohio Office of Budget and Management for the purpose of Coronavirus Relief.

Ayes: All
Nays: None

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 an employment action.

On a motion by Mr. Thomas, seconded by Mr. Kennebrew, the Board entered into Executive Session.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Vaughn, Aye
Mr. Thomas, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:27 p.m. and returned to open session at 5:58 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.

ADJOURNMENT

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board adjourned at 5:58 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 16, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Barbra Hayde, Jeanne Holihan, Elaine Johnson
Carl Kennebrew, Margot Merz, Nolan Thomas

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

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

The President appointed Ms. Hayde to serve as Secretary Pro Tem.

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. Kennebrew, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Ms. Merz, the minutes of the Board meeting of July 15, 2020, the special meeting of August 19, 2020, and the facilities meeting of September 8, 2020 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Holihan, seconded by Ms. Merz, the following items from the Consent Agenda were approved by the Board:

WORKSHOP HOURS

Shawna Woodard, Information Services Librarian, Special Collections, Main Library, to participate in “Federation of Genealogical Societies Conference” being held virtually on September 2, 2020, sponsored by FGS. It is further recommended that registration in the amount of \$280.00 be reimbursed by the Board.

Tanela Hicks, Staff Development Assistant, Human Resources, Operations Center, to participate in “Redefining Wellness for Librarians of Color” online course being sponsored by Library Juice on September 7, 2020 through October 4, 2020. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, to participate in “Programming with Purpose” online course being sponsored by the University of Wisconsin on September 21, 2020 through October 18, 2020. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Megan Francis, Information Services Assistant, Vandalia Branch Library, to participate in “R.I.S.E LGBTQ+ Youth Summit” being held virtually on September 25, 2020, sponsored by Public Health: Dayton & Montgomery County. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “2020 ABOS Virtual Conference” being sponsored by ABOS on October 14, 2020. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

INTERIM CHANGE IN LOCATION, CHANGE IN POSITION

Jenny Hicks, Interim Employee, full-time, Grade 11, Youth Services, Operations Center, from Assistant Library Manager, full-time, Grade S07, Vandalia Branch Library, effective July 19, 2020 at the rate of \$25.38 per hour.

LEAVE WITHOUT PAY

Elesa Davis, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective August 19, 2020 for 1080 hours to finish Master’s program.

RESIGNATION

Jordan Champion, Information Services Assistant, substitute, Grade Sub08, Public Services, effective February 6, 2020.

Jennie Eisnaugle, Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, effective December 5, 2019.

Mary Fisher, Patron Services Assistant, substitute, Grade Sub05, Vandalia Branch Library, effective May 2, 2020.

Matthew Jones, Web Developer, full-time, Grade 12, Information Technology Services, Operations Center, effective August 14, 2020.

Susan Jordan, Patron Services Assistant, substitute, Grade Sub05, Westwood Branch Library, effective March 14, 2020.

Shana Novak, Catalog Librarian, full-time, Grade 11, Cataloging, Operations Center, effective July 24, 2020.

Tracy Phillips, Branch Library Manager, full-time, Grade S08, Northwest Branch Library, effective October 3, 2020.

Stephanie Roberts, Patron Services Assistant, substitute, Grade Sub05, Northmont Branch Library, effective March 3, 2020.

Elisabeth Schumacher, Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective March 23, 2020.

Michael Smith, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective August 1, 2020.

Sharon Vaughan, Processor, full-time, Grade 02, Cataloging, Operations Center, effective August 14, 2020.

Larry Yung, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective August 29, 2020.

RETIREMENT

Bee Edmonds, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, effective September 30, 2020 after more than 28 years of service.

Nancy Horlacher, Local History Librarian, full-time, Grade 12, Special Collections, Main Library, effective October 31, 2020 after 44 years of service.

Elaine Lindstrom, Branch Library Manager, full-time, Grade S08, Brookville Branch Library, effective August 31, 2020 after more than 35 years of service.

Kathleen Moore, Early Literacy Librarian, full-time, Grade 12, Youth Services, Operations Center, effective October 30, 2020 after more than 14 years of service.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement with Teresa Curtis-Morrow, Children Services Librarian, Northwest Branch Library, in order to attend the University of Kentucky, School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement with Jason Long, Information Services Assistant, Miami Township Branch Library, in order to attend University of Tennessee, School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement with Donald Stewart, Information Services Assistant, Westwood Branch Library, in order to attend 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 Program Guidelines:

Teresa Curtis-Morrow, Children Services Librarian, Northeast Branch Library, for the course “Special Topics in Library and Information Science: Social Media”, University of Kentucky, 3.0 credit hours, at a cost of \$2,109.00, and the course “Information Architecture”, University of Kentucky, 3.0 credit hours at a cost of \$2,109.00, for a total of \$4,218.00.

Isaac Fry, Children Services Assistant, Burkhardt Branch Library, for the course “Intermediate Spanish II”, Sinclair Community College, 3.0 credit hours, at a cost of \$463.09, for a total of \$463.09.

Jason Long, Information Services Assistant, Miami Township Branch Library, for the course “Management of Information Organizations”, University of Tennessee, 3.0 credit hours, at a cost of \$2,325.00, and the course “Archives and Records Management, University of Tennessee, 3.0 credit hours at a cost of \$2,325.00 for a total of \$4,650.00.

Anthony MacKenzie, Information Services Assistant, Outreach Services, for the course “Information Policy”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Accessibility Evaluation and Universal Design” Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$4,422.00.

Anthony MacKenzie, Information Services Assistant, Outreach Services, for the course “Youth Literature in the Digital Realm”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, the course “Information Sources and Reference Services” Kent State University, 3.0 credit hours at a cost of \$2,211.00, and for the course “Mater’s Portfolio in Library and Information Sciences”, Kent State University, 1.0 credit hour, at a cost of \$737.00 for a total of \$5,159.00.

Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, for the course “The Public Library” Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$2,211.00.

Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, for the course “Master’s Portfolio in Library and Information Science”, Kent State University, 1.0 credit hour, at a cost of \$737.00, for a total of \$737.00.

Donald Stewart, Information Services Assistant, Westwood Branch Library, for the course “The Information Landscape”, Kent State University, 3.0 credit hours, at a cost of \$2,358.40, and the course “Information Institutions and Professions” Kent State University, 3.0 credit hours at a cost of \$2,358.40 for a total of \$4,716.80.

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 July and August 2020 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

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>
6/19/2020	RE Tax Advance	\$89,435	\$89,435	-	
6/19/2020	RE Tax Advance	\$73,821	-	\$73,821	Debt Service
6/26/2020	RE Tax Advance	\$36,054	\$36,054	-	
6/26/2020	RE Tax Advance	\$29,842	-	\$29,842	Debt Service
7/6/2020	RE Tax Advance	\$37,195	\$37,195	-	
7/6/2020	RE Tax Advance	\$30,519	-	\$30,519	Debt Service
7/10/2020	RE Tax Advance	\$47,504	\$47,504	-	
7/10/2020	RE Tax Advance	\$39,025	-	\$39,025	Debt Service
7/15/2020	PLF	\$1,558,962	\$1,058,962	\$500,000	
7/17/2020	RE Tax Advance	\$243,282	\$243,282	-	
7/17/2020	RE Tax Advance	\$202,137	-	\$202,137	Debt Service
7/24/2020	RE Tax Advance	\$285,210	\$285,210	-	
7/24/2020	RE Tax Advance	\$238,190	-	\$238,190	Debt Service
8/3/2020	RE Tax Advance	\$245,814	\$245,814	-	
8/3/2020	RE Tax Advance	\$202,958	-	\$202,958	Debt Service
8/10/2020	RE Tax Advance	\$552,806	\$552,806	-	
8/10/2020	RE Tax Advance	\$457,298	-	\$457,298	Debt Service
8/17/2020	RE Tax Advance	\$1,879,033	\$579,033	\$1,300,000	

8/17/2020	RE Tax Advance	\$1,556,798	-	\$1,556,798	Debt Service
8/17/2020	PLF	\$1,706,497	\$706,497	\$1,000,000	
8/25/2020	RE Tax Advance	\$1,207,084	\$207,084	\$1,000,000	
8/25/2020	RE Tax Advance	\$993,978	-	\$993,978	Debt Service
Total		\$11,713,442	\$4,088,876	\$7,624,566	

On a motion by Mr. Kennebrew, seconded by Ms. Hayde, the July and August 2020 Financial Reports were approved by the Board.

Ayes: All
Nays: None

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

The President introduced the following resolution as drafted in the agenda, noting the need for a role call vote:

WHEREAS, The Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2021; and

WHEREAS, The Budget Commission of Montgomery County, Ohio, has certified its action thereon to this Board, together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it

RESOLVED, By the Board of Trustees of the Dayton Metro Library, Montgomery County, Ohio, that the amounts and rates as determined by the Budget Commission in its certifications, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Public Library the rate of each tax necessary to be levied within and without the ten mill limitations as follows:

<u>Fund</u>	Amount To Be Derived From Levies Outside <u>10 M. Limitation</u>	County Auditor's Estimate of Tax Rate <u>To Be Levied</u>
General Fund	\$11,592,085	1.75
Bond Fund	\$9,594,476	1.40

And be it further RESOLVED, that the Clerk of the Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

On a motion by Mr. Thomas, seconded by Ms. Merz, the Board adopted the resolution.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Thomas, Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave the Trustees an update on the Library's response to COVID-19. Expanding library services was also discussed, including reopening on Mondays. Discussion and agreement with DMLSA will be necessary before hours can be expanded.

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. West is scheduled to start site mobilization hopefully on Monday, September 21st.

SALE OF FORMER DAYTON VIEW BRANCH LIBRARY - ACTION

On September 1, 2020, the Fiscal Officer signed a valid purchase agreement obligating the Dayton Metro Library to sell the property and building located at 1515 Salem Ave., formerly the Dayton View Branch Library, to Erwin V. Washington for the price of \$176,000.00.

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board authorized Fiscal Officer David Hess to execute all necessary documents to sell and convey the property and building located at 1515 Salem Ave., formerly the Dayton View Branch Library, currently owned by the Library to Erwin V. Washington for the price of \$176,000.00 and further authorized the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

APPROVAL OF THE TELEWORKING POLICY - ACTION

On a motion by Ms. Holihan, seconded by Ms. Hayde, the Board approved the proposed Teleworking Policy (Policy AD 121) as presented in the Board materials.

APPROVAL OF ELECTION POLL WORKER LEAVE - ACTION

On a motion by Mr. Thomas, seconded by Ms. Merz, the Board approved the proposed Election Poll Worker Leave as presented in the Board materials.

NEW BUSINESS

The President announced that she received a letter from the Executive Director announcing his plan to retire February 28, 2021. The Board congratulated Mr. Kambitsch on his many years of dedicated service.

DAYTON METRO LIBRARY RECORDS COMMISSION MEETING

The President explained that as required by 2007 changes to the Ohio Revised Code, Section 149.411 modified Ohio Public Records Law and mandated the creation of the Dayton Metro Library Records Commission. The records commission comprises the Executive Director and all seven Library Trustees.

Among the requirement of the law, is an annual meeting to review the Library's records retention policy, disposal schedules, and consider any special requests for disposal of public records. The annual meeting is scheduled for Wednesday, October 21, 2020 at 4:00 p.m. via WebEx. The regular meeting of the Board will follow immediately after the records commission meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, October 12, 2020 at 4:00 p.m. via WebEx.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 21, 2020 at 4:15 p.m. via WebEx.

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 a public employee.

On motion by Ms. Merz, seconded by Ms. Holihan the Board went into Executive Session.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Thomas, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:15 p.m. and returned to open session at 5:46 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 Ms. Merz, seconded by Ms. Hayde, the Board adjourned at 5:47 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY
MINUTES OF THE SPECIAL BOARD MEETING

Wednesday, September 24, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Barbara Hayde, Jeanne Holihan, Elaine Johnson, Carl Kennebrew,
Margot Merz, Nolan Thomas, Arlinda Vaughn (In at 4:05)

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

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 conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Hayde, seconded by Ms. Holihan, the agenda was approved by the Board.

Ayes: All
Nays: None

SELECTION OF RETAINED SEARCH SERVICES

With assistance of the Executive Director, the Search Committee formed by President Johnson received proposals from four retained executive search firms. The committee, comprised of Chairperson Ms. Holihan, and members Mr. Kennebrew and Ms. Johnson, reviewed the proposals and conducted interview of two firms.

On a motion by Ms. Holihan, seconded by Ms. Hayde, the Board approved the Executive Director to execute a consulting contract with Bradbury-Miller Associates for assistance to the Board of Trustees in the recruitment for the Executive Director position in an amount of \$24,000 exclusive of optional assessment, background searches, candidate, travel expenses, and other direct expenses normally associate with an executive search.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Ms. Kennebrew, seconded by Ms. Holihan, the Board adjourned at 4:08 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 21, 2020, 4:12 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan, Elaine Johnson, Carl Kennebrew,
Margot Merz, Nolan Thomas, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:12 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. Hayde, seconded by Ms. Merz, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Hayde, seconded by Mr. Thomas, the minutes of the Board meeting of September 16, 2020, and the Special meeting of September 24, 2020 were approved by the Board.

The October 12, 2020 facilities meeting was canceled.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Ms. Holihan, the following items from the Consent Agenda were approved by the Board:

WORKSHOP HOURS

Kim Bishop, Staff Development Manager, Human Resources, Operations Center, to participate in “Customers Without Mask” webinar being sponsored by Ryan Dowd on September 14, 2020. It is further recommended that registration in the amount of \$97.00 be reimbursed by the Board.

Jennifer Effinger-Damron, Information Services Assistant, Outreach Services, to participate in “Picture Book Read In” webinar being sponsored by SWON on September 24, 2020. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Rachael Bussert, Information Services Librarian, Special Collections, Main Library, to participate in “OLHA/SOA” online meetings being sponsored by the Ohio History Connection held on October 1, 2020 through October 3, 2020. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “ALSC Virtual Institute” being sponsored by ALA on October 2, 2020. It is further recommended that that registration in the amount of \$50.00 be reimbursed by the Board.

William McIntire, Interim Branch Library Manager, Vandalia Branch Library, to participate in “2020 CORE Virtual Forum” online being sponsored by ALA being held on November 17, 2020 through November 20, 2020. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, to participate in “YALSA’s 2020 Virtual Symposium” online being sponsored by ALA on November 6, 2020 through November 8, 2020. It is further recommended that registration in the amount of \$39.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Charles Harker, Teen Services Librarian, full-time Grade 11, Trotwood Branch Library, effective October 11, 2020 at the rate of \$24.56 per hour.

CHANGE IN HOURS, CHANGE IN POSITION

Lindsay Evans, Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, from Library Aide, Northmont Branch Library, effective September 27, 2020 at the rate of \$12.67 per hour.

REHIRE AS SUBSTITUTE

Margaret Castillo, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective October 11, 2020 at the rate of \$13.14 per hour.

RESIGNATION

Margaret Castillo, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective October 9, 2020.

Emily Hare, Patron Services Librarian, substitute, Grade Sub05, Miami Township Branch Library, effective May 2, 2020.

Catharine Kidd, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective October 17, 2020.

Emily Musselman, Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, effective September 10, 2020.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Molly Benson, Senior Acquisition Clerk, Collection Development, in order to attend the University of Kentucky, School of Library and Information Science.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for September 2020 was included in the Board packet. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

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>
9/15/2020	PLF	\$1,581,623	\$1,581,623	-	-
Total		<u>\$1,581,623</u>	<u>\$1,581,623</u>	-	

On a motion by Mr. Kennebrew, seconded by Mr. Thomas, the September 2020 Financial Report was approved by the Board.

Ayes: All
Nays: None

2019 AUDIT FINDINGS

The Fiscal Officer, briefed the Trustees on the 2019 Audit. Everything was balanced and over all the audit was in great shape. However, there was on finding where the refinancing on the construction bonds were reported in the wrong place and it had to be a “finding” because of the dollar amount. This issue has been fixed and the auditors even commended the Library on taking the initiative to refinance the capital bonds, as it a complicated, time-consuming task that will ultimately save the taxpayers more than \$12 million.

EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Board on the Library’s operations during COVID-19. He also discussed the Paul Laurence Dunbar Statue for the West Branch. A third party will be raising money to build the statue, but once it is raised would like the Library to be the fiduciary agent for the building of the statue, similar to the ReImagining Works program.

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.

2021 HEALTH DENTAL AND VISION INSURANCE

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board approved the following for group health, dental, and vision insurance, for plan year 2021:

- Renew group health insurance with Anthem with no change in benefit coverage or plan design, and no change in premiums. Continue to offer eligible employees the option of selecting a health insurance plan with an associated Health Reimbursement Account (HRA) or a Health Savings Account (HSA) with a Library funded contribution of \$1,000 for a single plan and \$1,500 contribution for a family plan.
- Retain group dental insurance with Superior Dental with no change in benefit coverage or plan design, and no change in premiums.
- Retain group vision insurance with EyeMed Access Network with no change in benefit coverage or plan design, and no change in premiums.
- The Library will continue to pay 80% of premium costs for vision, dental, and HRA plans, with the Library paying 85% of premiums for the HSA plan for eligible employees. Library contributions will continue to be pro-rated for designated part-time staff.

Plan	HSA Rate	% change
Single	\$698.13	0%
Family	\$1542.85	0%

Plan	HRA Rate	% change
Single	\$752.13	0%
Family	\$1662.22	0%

Plan	Dental Rate	% change
Single	\$24.14	0%
Family	\$101.12	0%

Plan	Vision Rate	% change
Single	\$5.36	0%
Family	\$13.67	0%

Ayes: All
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

EXECUTIVE DIRECTOR SEARCH

Ms. Holihan, Chair of the Search Committee, gave the Trustees an update on the search process for the new Executive Director. She walked the Trustees through the proposed timeline and asked that Trustees keep Thursday, February 11, 2021 in the afternoon and all day on Friday, February 12, 2021 open for final interviews of candidates.

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2021 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2021. The approved meeting dates for 2021 are as follows:

January 20, 2021	July 21, 2021
February 17, 2021	August 18, 2021
March 17, 2021	September 15, 2021
April 12, 2021	October 20, 2021
May 19, 2021	November 17, 2021
June 16, 2021	December 15, 2021

Additionally, the Board needed to establish a calendar of facilities meetings for 2021. The approved meeting dates for 2021 are as follows:

January 11, 2021	July 12, 2021
February 8, 2021	August 9, 2021
March 8, 2021	September 7, 2021 - Tuesday
April 12, 2021	October 11, 2021
May 10, 2021	November 8, 2021
June 7, 2021	December 6, 2021

On a motion by Ms. Hayde, seconded by Ms. Holihan, the Board approved the proposed Board and facilities meeting dates for 2021.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, November 9, 2020 at 4:00 p.m. in the Board Room via WebEx.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 18, 2020 at 4:00 p.m. via WebEx.

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) and Section 121.22 (G)(4) of the Ohio Revised Code to discuss employment of a public employee and the MOU to the Collective Bargaining Agreement, respectively.

On motion by Mr. Thomas, seconded by Ms. Merz the Board went into Executive Session. A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Thomas, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:05 p.m. and returned to open session at 5:45 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) and Section 121.22 (G)(4) of the Ohio Revised Code.

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board ratified approval of the new MOU with DMLSA which would supersede the existing MOU contingent on ratification by DMLSA.

Ayes: All
Nays: None

On a motion by Ms. Merz, seconded by Mr. Thomas, the Board approved rescinding the changes to the Managerial and Confidential Employees Compensation Plan that were approved at the June 17, 2020 meeting of the Board, effective October 25, 2020.

Ayes: All
Nays: None

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board approved a 3.5% increase to the Executive Director's base salary effective October 25, 2020. Additionally, the Board approved a \$3,000 lump sum bonus for the Executive Director based upon his 2019 performance appraisal earlier this year which exceeded expectations.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board adjourned at 5:48 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 18, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Barbra Hayde, Jeanne Holihan, Elaine Johnson, Carl Kennebrew,
Margot Merz, Nolan Thomas, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

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. Hayde, seconded by Ms. Holihan, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the minutes of the Board meeting of October 21, 2020, and the facilities meeting of November 9, 2020 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Holihan, seconded by Ms. Merz, the following items from the Consent Agenda were approved by the Board:

WORKSHOP HOURS

Tanela Hicks, Staff Development Assistant, Human Resources, Operations Center, to participate in “How Schools and Public Libraries Can Work Together” webinar being sponsored by PLA. It is further recommended that registration in the amount of \$28.00 be reimbursed by the Board.

Joshua Ashworth, Information Technology Services Director, Information Technology, Operations Center, to participate in “Don’t Click That Link! Cybersecurity Best Practices” being sponsored by ALA on October 28, 2020. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Claudine Bennett, External Relations Manager, External Relations, Operations Center, to participate in “LMCC Library Marketing & Communications Conference” being held virtually and sponsored by LMCC on November 4, 2020. It is further recommended that registration in the amount of \$199.00 be reimbursed by the Board.

Kristina Richey, Information Services Librarian, Information Services, Main Library, to attend “Addressing Race in Public Libraries” webinar being sponsored by OLC on November 19, 2020. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

INTERIM CHANGE IN LOCATION

Craig Arnold, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, from Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective October 25, 2020 at the rate of \$24.82 per hour.

RESIGNATION

Jennifer Buckner, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective November 20, 2020.

RETIREMENT

Kristina Spencer, Patron Services Assistant, 3/5-time, Grade 05, Burkhardt Branch Library, effective December 20, 2020 after 25 years of service.

RETURN TO APPOINTED LOCATION

Jacqueline Gazda, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective October 25, 2020 at the rate of \$23.24 per hour.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for October 2020 was included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

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>
10/15/2020	PLF	\$1,358,108	\$1,358,108	-	-
Total		\$1,358,108	\$1,358,108	-	

On a motion by Ms. Hayde, seconded by Mr. Kennebrew, the October 2020 Financial Report was approved by the Board.

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2021

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board adopted the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2021, and

WHEREAS, these funds will be used for current operating expenses throughout 2021, Now

THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library that a request on the tax dollars collected be forwarded to the Montgomery County Auditor, and

BE IT FURTHER RESOLVED that the minimum amount requested be \$100,000 from the Real Estate and Personal Property Taxes processed weekly.”

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye

Mr. Thomas, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

The Fiscal Officer reviewed the proposed 2020-2021 rates for Property, Liability and Blanket Insurance coverage.

Policy	Insurance Company	2019-2020	2020-2021
Executive (Directors & Officers Liability and Employment Practices Liability)	Cincinnati	\$13,839	\$15,878
Equipment Breakdown and Mechanical (Boiler)	Cincinnati	\$3,980	\$4,268
Package (Liability and Property)	Westfield	\$150,635	156,501
Cyber	Travelers	\$5,800	\$5,800
TOTAL		\$174,254	\$182,534

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved the renewal of the Property, Liability, and Blanket Insurance coverage with Marsh & McLennan Insurance Agency for an amount not to exceed \$182,534.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Jayne Klose, Community Engagement Manager, shared the results of a survey conducted of registered voters. Overall results show that the Library has a large and important impact on the community, especially during the COVID-19 pandemic.

The Executive Director updated the Board on the Library's operations during COVID-19.

CLOSURE FOR HOLIDAYS

The Library has formal holidays scheduled on Thursday December 24th and Friday December 25th as well as Thursday December 31th and Friday January 1st. DML facilities are already closed the Sunday following these holidays.

Schedules permitting, closure on Saturday December 26th and Saturday January 2nd would result in most staff being able to stay home for a four-day holiday weekend.

The rationale for these closures is two-fold:

- 1) Staff have been and will continue to serve on the front lines of this fight against the coronavirus. As a gesture of appreciation, the scheduling of these days as closed will give more staff members welcome relief from the stresses created by this health crisis.
- 2) As we head into a record period of infections, the likelihood of staff shortages due to quarantine and isolation may enable us to better staff other days and times. The days following these holidays are typically among the lowest used of the year.

These days would not be treated as paid or unpaid holidays. Schedules permitting staff would be scheduled for their hours earlier in the week and as a result there would be no additional financial cost to the Library.

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board approved the closure of the Library on Friday, November 27, Saturday, November 28, Saturday, December 26, 2020 and Saturday, January 2, 2021.

Ayes: All
Nays: None

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. West is more than 10% complete and it is running on schedule. The Library is awaiting zoning approval for Burkhardt and Northmont.

WEST PURCHASE/SALES AGREEMENT

The Executive Director negotiated a contract to purchase approximately 5.85 acres of real property located along the frontage of Abbey Street at US Route 35 in the City of Dayton for the new West Branch Library. The Library has agreed to purchase the land from the City of Dayton for the amount of \$125,000.

On a motion by Ms. Hayde, seconded by Ms. Merz, the Board approved the Library to proceed with the purchase contingent upon completion of appropriate due diligence investigations of the property, and legal review of the title by legal counsel. Additionally, the Board authorized Fiscal Officer David Hess to execute all necessary documents to purchase the property located along the frontage of Abbey Street at US Route 35 in the City of Dayton, and further authorized the Fiscal Officer to perform any and all acts necessary and incidental to consummate this transaction.

Ayes: All
Nays: None

WEST LIBRARY WATER MAIN EXTENSION PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the water main extension package for the West Branch. Five (5) bids were received by the bid due date November 5, 2020.

<u>Bidder</u>	<u>Amount</u>
Matrix5 Miamisburg, OH	\$119,829.39
Tall View Palladium Dayton, OH	\$121,000.00
Performance Site Development Fairborn, OH	\$107,798.00
Diamond Concrete Xenia, OH	\$194,755.00
Outdoor Enterprise Casstown, OH	\$146,800.00

In consultation with Facilities Construction Consultant, Gerry Mitchell, and Shook project executive, Jaron Develbiss, proposals were evaluated on costs and compliance with specifications and requirements outlined in the public bid documents. It was determined that Performance Site Development submitted the lowest responsive bid.

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved Performance Site Development for the water main extension contract for the West Branch for an amount not to exceed \$107,798.

Ayes: All
Nays: None

BYLAWS AMENDMENTS

Revised copies of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library were distributed for review seven day prior to the November Board meeting. The Main revision is the removal of the article regarding holding Facilities Meetings. On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board approves and adopted the revisions with an effective date of January 1, 2021.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President appointed Ms. Hayde and Ms. Merz as the nominating committee in order to present a 2021 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2020. The slate will be presented at the December 2010 meeting.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Commission concerning the upcoming Board of Trustees vacancy in May 2021. Ms. Barbara Hayde has served on the Board for fifteen years and is not eligible for reappointment.

NEW BUSINESS

The President announce that the ability for meetings to be held via online format has been extended, by the Ohio Legislature, so the Trustees will continue to hold virtual meeting until further notice.

The Executive Director search committee announced that the posting for the position has gone live.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Facilities Meeting will be held Monday, December 7, 2020 at 4:00 p.m. via WebEx.

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 16, 2020 at 4:00 p.m. via WebEx.

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)(2) and Section 121.22 (G)(4) of the Ohio Revised Code to discuss property acquisition and the Collective Bargaining Agreement, respectively.

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

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Thomas, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:12 p.m. and returned to open session at 5:32 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)(2) and Section 121.22 (G)(4) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board adjourned at 5:33 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 16, 2020, 4:00 p.m.

This meeting Occurred via WebEx video conferencing due to the COVID-19 outbreak.

PRESENT: Barbra Hayde, Jeanne Holihan, Elaine Johnson, Carl Kennebrew
Margot Merz, Nolan Thomas, Arlinda Vaughn

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

FISCAL OFFICER: Dave Hess

CALL TO ORDER

The President called the meeting to order at 4:02 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. Holihan, seconded by Ms. Hayde, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Ms. Holihan, the minutes of the Board meeting of November 18, 2020 as well as the December 7, 2020 facilities meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Hayde, 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:

Kim Bishop, Staff Development Manager, Human Resources, Operations Center, to participate in “Addressing Race in Public Libraries” online workshop being sponsored by OLC on November 19, 2020. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Mandie Burns, Youth Services Director, Youth Services, Operations Center, to participate in “Designing Effective Online Learning Experiences for Kids” online course being sponsored by InfoPeople on January 19, 2021 through February 1, 2021. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Christian Brewington, Children Service Librarian, Outreach Services, to participate in “ALA Midwinter Virtual Conference” being sponsored by ALA on January 22, 2021 through January 26, 2021. It is further recommended that registration in the amount of \$130.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Casaundra Bronner, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective December 6, 2020 at the rate of \$12.67 per hour.

Geraldine Lynch, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective January 3, 2021 at the rate of \$17.03 per hour.

CHANGE IN HOURS

Hannah Imes, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, from Information Services Assistant, substitute, Grade 08, Northmont Branch Library, effective November 22, 2020 at the rate of \$17.03 per hour.

INTERIM CHANGE IN LOCATION

Jennifer Effinger-Damron, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Information Services Assistant, full-time, Grade 08, Information Services, Outreach Services, effective November 15, 2020 at the rate of \$17.63 per hour.

MILITARY LEAVE

Charles Hacker, Teen Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective November 9, 2020 for National Guard Mobilization.

RETURN TO APPOINTED LOCATION

Tracee Arnold, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, from Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective November 22, 2020 at the rate of \$25.44 per hour.

Aaron Botts, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, from Patron Services Assistant, full-time, Grade 05, Northmont Branch Library, effective December 20, 2020 at the rate of \$16.54 per hour.

Eric Hockaday, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective December 6, 2020 at the rate of \$18.94 per hour.

RESIGNATION

Sherri Goudy, Information Services Assistant, substitute, Grade Sub08, Special Collections, Main Library, effective October 17, 2020.

RETIREMENT

Sharon Baxter, Quality Control Clerk, full-time, Grade 04, Cataloging, Operations Center, effective December 31, 2020 after 38 years of service.

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 November 2020 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

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>
11/15/2020	PLF	\$1,429,294	\$1,429,294	-	
11/10/2020	RE Tax Advance	\$170,709	\$170,709	-	
11/10/2020	RE Tax Advance	\$208,547	-	\$208,547	Debt Service
11/30/2020	RE Tax Homestead	\$716,152	\$716,152	-	
11/30/2020	RE Tax Homestead	\$599,720	-	\$599,720	Debt Service
12/4/2020	RE Tax Homestead	\$1,299	-	-	
12/4/2020	RE Tax Homestead	\$1,088	-	-	Debt Service
Total		\$3,126,809	\$2,316,155	\$808,267	

On a motion by Ms. Merz, seconded by Ms. Hayde, the November 2020 Financial Report was approved by the Board.

Ayes: All
Nays: None

AMENDED 2020 APPROPRIATION RESOLUTION

Dave Hess, Fiscal Officer, told Trustees that it would be necessary to amend the 2020 Appropriation Resolution so that unencumbered funds in various accounts may be transferred to cover possible deficiencies in other appropriated accounts in order to satisfy financial obligations.

On a motion by Ms. Merz, seconded by Mr. Kennebrew, the following amended appropriation allocations for fiscal year ending December 31, 2020:

<u>General Fund</u>	<u>Current Budget w/Carryover</u>	<u>Amended Budget w/Carryover</u>	<u>Amount Changed</u>
1000 – Salaries & Benefits	\$22,891,285	\$19,891,285	\$(3,000,000)
2000 – Supplies	\$746,750	\$746,750	\$0
3000 - Purchased Services	\$6,686,935	\$6,686,935	\$0
4000 - Library Materials & Information	\$4,286,290	\$4,286,290	\$0
5000 - Capital Outlay	\$1,133,475	\$1,133,475	\$0
7000 - Other Objects	\$182,265	\$182,265	\$0
9000 - Transfer to other funds	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total	<u>\$35,927,000</u>	<u>\$32,927,000</u>	<u>\$(3,000,000)</u>
<u>Debt Service Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$211,000	\$211,000	\$0
6000 - Debt Service	<u>\$11,004,342</u>	<u>\$11,004,342</u>	<u>\$0</u>

Total	<u>\$11,215,342</u>	<u>\$11,215,342</u>	<u>\$0</u>
<u>Building and Repair Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$502,500	\$100,000	(\$402,500)
5000 - Capital Outlay	\$7,500,000	\$98,000	(\$7,402,000)
7000 - Miscellaneous	\$600	\$5,100	\$4,500
Total	<u>\$8,003,100</u>	<u>\$203,100</u>	<u>(\$7,800,000)</u>
<u>Taxable Construction Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$20,000	\$20,000	\$0
3000 - Purchased Services	\$2,259,000	\$2,259,000	\$0
5000 – Capital Outlay	\$27,950,000	\$17,948,000	(\$10,002,000)
7000 – Other Objects	\$500	\$2,500	\$2,000
Total	<u>\$30,229,500</u>	<u>\$20,229,500</u>	<u>(\$10,000,000)</u>
<u>Cares Act Funding</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
1000 – Salaries & Benefits	\$0	\$150,000	\$150,000
2000 – Supplies	\$0	\$75,000	\$75,000
3000 - Purchased Services	\$0	\$124,900	\$124,900
5000 - Capital Outlay	\$0	\$200,000	\$200,000
Total	<u>\$0</u>	<u>\$549,900</u>	<u>\$549,900</u>

Ayes: All
Nays: None

TRANSFERS OF FUNDS

The **Building and Repair Fund (401)** was established to provide funding for acquisition, construction or improvement of major capital facilities, including associated architectural and engineering fees.

Beginning Balance January 1, 2020	\$11,792,396.10
Plus: Earnings through November 30, 2020	\$1,033,336.65
Plus: Estimated Earnings December 2020	\$20,000.00
Less: 2020 Expenditures through November 30, 2020	(\$64,856.13)
Less: 2020 Encumbrances	<u>(\$14,167.26)</u>
<i>Projected Building and Repair Fund Balance, December 31, 2020</i>	<u>\$12,766,709.36</u>

No action was recommended for any of the Library Funds.

TEMPORARY 2021 APPROPRIATION RESOLUTION

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for subsequent calendar year. The Appropriations are approved by their major expenditure classification.

As has been the policy of the library, each December a Temporary Appropriations resolution is presented to the Board. Temporary Appropriations allow the library to expend funds until the Board passes permanent appropriations in March 2021.

GENERAL FUND

1000 – Salaries & Benefits	\$23,276,500
2000 - Supplies	\$790,632
3000 - Purchased Services	\$7,355,975
4000 – Library Materials & Information	\$3,871,765
5000 - Capital Outlay	\$1,448,772
6000 - Debt Service	\$0
7000 - Other Objects	\$196,356
8000 – Contingency	\$0
9000 – Transfer Out	\$0
Total General Fund Appropriations	<u>\$36,940,000</u>

DEBT SERVICES FUND

3000 - Purchased Services	\$211,000
6000 - Debt Services	<u>\$10,995,153</u>
Total Debt Services Fund Appropriations	<u>\$11,206,153</u>

BUILDING AND REPAIR FUND

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

TAXABLE CONSTRUCTION FUND

2000 - Supplies	\$10,500
3000 - Purchased Services	\$2,224,372
5000 - Capital Outlay	\$26,963,028
7000 - Miscellaneous	<u>\$2,100</u>
Total Taxable Construction Fund Appropriations	<u>\$29,200,000</u>

Total All Funds Appropriations **\$85,397,153**

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board approved the Temporary Appropriation for 2021 for the General Fund in the amount of \$36,940,000, the Debt Service Fund in the amount of \$11,206,153, the Building & Repair Fund in the amount of \$8,051,000, and the Taxable Construction Fund in the amount of \$29,200,000.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director updated the Board on the Library’s operations during COVID-19.

Rachel Gut, Deputy Executive Director, shared with the Board a list of the 2020 victories and successes for the Library.

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. West is 9% complete with concrete foundation being places and walls starting to come up. The zoning submittal was approved for Northmont and closing on the property should be finished soon.

LIBRARY AIDE AND SUBSTITUTE WAGE RATES

The proposed Library Aide Pay Schedule includes increases of \$0.43 - \$0.75 over current rates:

Dayton Metro Library
Library Aide Pay Schedule
Effective January 1, 2021

Current Rate	\$9.25	\$9.50	\$9.75	\$10.25
New Rate	\$10.00	\$10.00	\$10.25	\$10.68

The proposed Substitute Pay Schedule includes increases of 2.5% for each employee over current rates:

DAYTON METRO LIBRARY
Substitute Pay Ranges
Effective January 1, 2021

Grade	Minimum	Maximum
Sub 01	\$9.79	\$11.69
Sub 02	\$10.08	\$12.03
Sub 03	\$10.40	\$12.41
Sub 04	\$10.76	\$12.85
Sub 05	\$11.24	\$13.42
Sub 06	\$11.73	\$14.00
Sub 07	\$12.33	\$14.72
Sub 08	\$13.00	\$15.51
Sub 09	\$13.73	\$16.39
Sub 10	\$14.62	\$17.45
Sub 11	\$15.60	\$18.63
Sub 12	\$16.77	\$20.02

Professional Offset \$1.82

On a motion by Ms. Vaughn, seconded by Ms. Merz, the Board approved the proposed Library Aide and Substitute Pay Schedules to be effective with the pay period that includes January 1, 2021.

Ayes: All
Nays: None

NOMINATING COMMITTEE

President Johnson announced that the December meeting with by Ms. Arlinda Vaughn's last meeting as a Trustee. Ms. Vaughn needed to resign from the Board due to relocating outside of Montgomery County. The Board thanked her for her service.

The Board President appointed an ad hoc nominating committee consisting of Ms. Hayde and Ms. Merz at the November 18, 2020 Board meeting in order to present a 2021 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented as follows:

Elaine Johnson – President
Jeanne Holihan – Vice President
Nolan Thomas – Secretary

The President asked if there were nominations from the floor and there were none.

On a motion by the nominating committee, the Board elected the slate of officers as presented.

Ayes: All
Nays: None

President Johnson explained that traditionally the offices of the Treasurer and Deputy Treasurer are filled by the Fiscal Officer and Executive Director respectively, who serve without compensation in these positions since they are compensated in their regular positions. She explained that surety bonds for these two officers in the amount of \$25,000 would need to be authorized by the Board.

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the Board approved the surety bonds for the Treasurer and Deputy Treasurer.

Ayes: All
Nays: None

Ms. Hayde has served on the Board for fifteen years, her term concludes on May 31, 2021 and is not eligible for reappointment. The committee is continuing to discuss possible candidates to suggest to the Montgomery County Commission to fulfill this upcoming vacancy. The committee will also be making a recommendation to fill the unexpired term of Ms. Vaughn.

NEW BUSINESS

Ms. Holihan gave the Trustees and update on the Executive Director search. So far, the search has been focused in Ohio but is now being expanded to a national level. There has been a good response rate and the position closes at the beginning in January.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 20, 2021 at 4:00 p.m. via WebEx.

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)(4) of the Ohio Revised Code to discuss the Collective Bargaining Agreement.

A roll call vote was taken as follows:

Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Johnson, Aye
Mr. Kennebrew, Aye
Ms. Merz, Aye
Mr. Thomas, Aye
Ms. Vaughn, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:17 p.m. and returned to open session at 5:32 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)(4) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Vaughn, seconded by Ms. Merz, the Board adjourned at 5:32 p.m.

Ayes: All
Nays: None