

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 20, 2021, 4:00 p.m.

1. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

2. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the December 16, 2020 meeting of the Board.

4. CONSENT AGENDA - ACTION

*All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.*

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Executive Director recommends 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.

5. COMMENTS FROM THE GENERAL PUBLIC

**RULES AND PROCEDURE FOR PUBLIC COMMENT**

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.
- 3) Unless approved by the Library's Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.
- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting's agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for December 2020 is included in the Board packet.

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>
12/15/2020	PLF	1,463,354	1,463,354	-	
11/10/2020	RE Tax Advance	3,864	3,864	-	
11/10/2020	RE Tax Advance	3,234		3,234	Debt Service
	Total	<u>1,470,452</u>	<u>1,467,218</u>	<u>3,234</u>	

7. TUITION REIMBURSEMENT - ACTION

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 recommends Board authorization to continue the 75% reimbursement policy for 2021.

8. EXECUTIVE DIRECTOR’S REPORT – DISCUSSION

- Equity Audit - Anita Moore from A. Moore Consulting LLC.

9. ENDORSEMENT OF THE MOU WITH THE DMLSA – ACTION

The Executive Director recommends the Trustees endorse the MOU extending the agreement with the Dayton Metro Library Staff Association regarding participation in the SharedWork Ohio program through February 28, 2021. The MOU was signed by the DMLSA on December 23, 2020.

10. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

11. BURKHARDT BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE - ACTION

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 Burkhardt Branch. Twelve (12) bids were received by the bid due date January 14, 2021. The base bid amounts:

<u>Bidder</u>	<u>Amount</u>
Staffco Construction Inc Fairborn, OH	\$5,546,000
Wise Construction Inc Dayton, OH	\$6,848,500
Universal Contracting Cincinnati, OH	\$6,787,477
Place Services Inc Canton, GA	\$6,060,000
Bilbrey Construction Dayton, OH	\$5,691,793

Performance Construction North Bend, OH	\$5,697,000
Leo B. Schroeder Dayton, OH	\$7,200,000
Graybach Cincinnati, OH	\$5,759,500
Knoch Dublin, OH	\$5,553,077
RW Setterlin Building Company Columbus, OH	\$5,884,000
AKA Construction Brookville, OH	\$5,803,460
Brumbaugh Construction Inc Arcanum, OH	\$5,759,000

Facilities Construction Consultant, Gerry Mitchell, and Shook senior project engineer, Danny Fortener, are currently reviewing the bids on costs and compliance with specifications and requirements outlined in the public bid documents. A formal recommendation for award to the lowest responsible and responsive bidder be shared with Trustees prior to the meeting.

12. CORRESPONDENCE - INFORMATION

Since the last meeting, the Board received the following correspondence of note:

- The resolution from the Montgomery County Commissioners, appointing Mr. Ronald Jackson to the Board of Trustees of the Dayton Metro Library fulfilling and unexpired term effective January 12, 2020 until May 31, 2023.

13. NEW BUSINESS

- Report from the Executive Director Search Committee

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 17, 2021 at 4:00 p.m. via WebEx.

15. EXECUTIVE SESSION

It is 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 appointment of a public employee.

A **roll call vote** will be needed.

16. ADJOURNMENT – ACTION

## CONSENT AGENDA ADDENDUM

### A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Jacqueline Gazda, Information Services Librarian, Information Services, Main Library, to participate in “Assisting Patrons with Mental Disorders Across Library Settings” online class being sponsored by Library Juice Academy on March 1, 2021 through March 28, 2021. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

### B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Damian Kristof, Branch Library Manager, full-time, Grade S08, Brookville Branch Library, effective January 31, 2021 at the rate of \$26.9702 per hour.

Craig Lefteroff, Branch Library Manager, full-time, Grade S09, Kettering-Moraine Branch Library, effective February 14, 2021 at the rate of \$30.7620 per hour.

Holly Litfin, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective January 17, 2021 at the rate of \$17.03 per hour.

Camyl Young, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, effective January 3, 2021 at the rate of \$14.11 per hour.

It is recommended that the following **Change in Hours, Change in Location** be accepted:

Kathryn Carnegis, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Miamisburg Branch Library, effective January 3, 2021 at the rate of \$18.76 per hour.

Gilbert Rutledge, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, from Information Services Assistant, 4/5-time, Grade 08, New Lebanon Branch Library, effective January 3, 2021 at the rate of \$17.81 per hour.

It is recommended that the following **Change in Position, Change in Location** be accepted:

Tanela Hicks, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Staff Development Assistant, full-time, Grade 08, Human Resources, Operations Center, effective January 3, 2021 at the rate of \$18.07 per hour.

It is recommended that the following **Leave Without Pay** be accepted:

Jeanie Oram, Library Aide, Borrower Services, Operations Center, effective December 10, 2020 through January 1, 2021 for medical reasons.

It is recommended that the following **Promotion** be accepted:

Lynnette Feliciano, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective December 20, 2020 at the rate of \$17.03 per hour.

Camee Hart, Outreach Services Manager, full-time, Grade S09, Outreach Services, from Interim Outreach Services Manager, full-time, Grade S09, Outreach Services, effective December 20, 2020 at the rate of \$30.7620 per hour.

William McIntire, Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, from Interim Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective December 20, 2020 at the rate of \$30.7620 per hour.

It is recommended that the following **Promotion, Change in Location** be accepted:

Haley Pratt, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective January 3, 2021 at the rate of \$23.10 per hour.

It is recommended that the following **Resignation** be accepted:

William Autrey, Administrative Services Manager, full-time, Grade S05, Huber Heights Branch Library, effective January 2, 2021.

Jennifer Hicks, Interim Employee, full-time, Grade 11, Youth Services, Operations Center, effective December 31, 2020.

Angela Peterson, Facilities Manager, full-time, Grade S09, Facilities, Operations Center, effective February 5, 2021.

Michael Yates, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective December 10, 2020.

It is recommended that the following **Retirement** be accepted:

Timothy Kambitsch, Executive Director, full-time, Grade S99, Executive Administration, Main Library, effective February 27, 2021 after 39 years of service.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 20, 2021, 4:00 p.m.

PRESENT: Barbara Hayde, Jeanne Holihan, Ronald Jackson, 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 4:07 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. Holihan, seconded by Ms. Merz, 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 December 16, 2020 were approved by the Board.

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

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Jacqueline Gazda, Information Services Librarian, Information Services, Main Library, to participate in “Assisting Patrons with Mental Disorders Across Library Settings” online class being sponsored by Library Juice Academy on March 1, 2021 through March 28, 2021. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

#### APPOINTMENTS

Damian Kristof, Branch Library Manager, full-time, Grade S08, Brookville Branch Library, effective January 31, 2021 at the rate of \$26.9702 per hour.

Craig Leteroff, Branch Library Manager, full-time, Grade S09, Kettering-Moraine Branch Library, effective February 14, 2021 at the rate of \$30.7620 per hour.

Holly Litfin, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective January 17, 2021 at the rate of \$17.03 per hour.

Camyel Young, Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center, effective January 3, 2021 at the rate of \$14.11 per hour.

#### CHANGE IN HOURS, CHANGE IN LOCATION

Kathryn Carnegis, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Miamisburg Branch Library, effective January 3, 2021 at the rate of \$18.76 per hour.

Gilbert Rutledge, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, from Information Services Assistant, 4/5-time, Grade 08, New Lebanon Branch Library, effective January 3, 2021 at the rate of \$17.81 per hour.

### CHANGE IN POSITION, CHANGE IN LOCATION

Tanela Hicks, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Staff Development Assistant, full-time, Grade 08, Human Resources, Operations Center, effective January 3, 2021 at the rate of \$18.07 per hour.

### LEAVE WITHOUT PAY

Jeanie Oram, Library Aide, Borrower Services, Operations Center, effective December 10, 2020 through January 1, 2021 for medical reasons.

### PROMOTION

Lynnette Feliciano, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective December 20, 2020 at the rate of \$17.03 per hour.

Camee Hart, Outreach Services Manager, full-time, Grade S09, Outreach Services, from Interim Outreach Services Manager, full-time, Grade S09, Outreach Services, effective December 20, 2020 at the rate of \$30.7620 per hour.

William McIntire, Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, from Interim Branch Library Manager, full-time, Grade S09, Vandalia Branch Library, effective December 20, 2020 at the rate of \$30.7620 per hour.

### PROMOTION, CHANGE IN LOCATION

Haley Pratt, Children Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective January 3, 2021 at the rate of \$23.10 per hour.

### RESIGNATION

William Autrey, Administrative Services Manager, full-time, Grade S05, Huber Heights Branch Library, effective January 2, 2021.

Jennifer Hicks, Interim Employee, full-time, Grade 11, Youth Services, Operations Center, effective December 31, 2020.

Angela Peterson, Facilities Manager, full-time, Grade S09, Facilities, Operations Center, effective February 5, 2021.

Michael Yates, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, effective December 10, 2020.

RETIREMENT

Timothy Kambitsch, Executive Director, full-time, Grade S99, Executive Administration, Main Library, effective February 27, 2021 after 39 years of service.

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

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
12/15/2020	PLF	1,463,354	1,463,354	-	12/15/2020
11/10/2020	RE Tax Advance	3,864	3,864	-	
11/10/2020	RE Tax Advance	3,234		3,234	Debt Service
Total		1,470,452	1,467,218	3,234	

On a motion by Ms. Hayde, seconded by Ms. Merz, the December 2020 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 Ms. Holihan, seconded by Ms. Merz, the Board approved reimbursement of 75% of all eligible tuition expenses for calendar year 2021 regardless of the number of employees participating in the program.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

Anita Moore, from A. Moore Consulting LLC. Shared her findings from the equity audit with the managers. The good news, DML is already doing work in the diversity, equity and inclusion arena. There are still steps the organization can take to further this work. The biggest recommendation is to consider creating an Equity Officer role so that there is a dedicated person focusing on equity work. Other recommendations include; establishing a minimum level of diversity training that must be completed by all employees, find and invest in technology to automate more HR processes, working to build a workforce that reflects diversity of each level of the organization, develop a score card to track and report key measures, opportunities for the Library to increase supplier diversity.

## ENDORSEMENT OF THE MOU WITH THE DMLSA

On a motion by Ms. Merz, seconded by Ms. Holihan, the Trustees endorse the MOU extending the agreement with the Dayton Metro Library Staff Association regarding participation in the SharedWork Ohio program through February 28, 2021. The MOU was signed by the DMLSA on December 23, 2020.

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 20% complete, with the slab in place and the walls going up. Northmont design development has been completed.

BURKHARDT BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE

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 Burkhardt Branch. Twelve (12) bids were received by the bid due date January 14, 2021. The base bid amounts:

<u>Bidder</u>	<u>Amount</u>
Staffco Construction Inc Fairborn, OH	\$5,546,000
Wise Construction Inc Dayton, OH	\$6,848,500
Universal Contracting Cincinnati, OH	\$6,787,477
Place Services Inc Canton, GA	\$6,060,000
Bilbrey Construction Dayton, OH	\$5,691,793
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Graybach Cincinnati, OH	\$5,759,500
Knoch Dublin, OH	\$5,553,077
RW Setterlin Building Company Columbus, OH	\$5,884,000
AKA Construction Brookville, OH	\$5,803,460
Brumbaugh Construction Inc Arcanum, OH	\$5,759,000

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

It was recommended that the Board approval Staffco Construction Inc. for the single prime general contractor contract for the Burkhardt Branch for the amount of \$5,546,000. Additionally, it was recommended to approve the addition of Alternates 1 & 2 totaling \$34,500. On a motion by Ms. Hayde, seconded by Ms. Holihan the Board approved of the single prime general contractor contract and the Alternates mentioned above be awarded to Staffco Construction Inc for a grand total amount not to exceed \$5,580,500.

## CORRESPONDENCE

The Board acknowledged the following correspondence of note:

- The resolution from the Montgomery County Commissioners, appointing Mr. Ronald Jackson to the Board of Trustees of the Dayton Metro Library fulfilling and unexpired term effective January 12, 2020 until May 31, 2023.

## NEW BUSINESS

Ms. Holihan, chair of the Executive Director search committee, updated the Board. The posting was listed from November 8, 2020 through January 3, 2021 and the Board received 30 applicants. Of those, 26 candidates met or exceeded minimum qualifications. The committee further narrowed down and selected 7 to move on to interviews.

## DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 17, 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)(1) to discuss appointment of a public employee.

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:19 p.m. and returned to open session at 5:44 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. Holihan, seconded by Ms. Merz, the Board adjourned at 5:45 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 17, 2021, 4:00 p.m.

1. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

2. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the January 20, 2021 meeting of the Board.

4. CONSENT AGENDA - ACTION

*All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.*

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. TUITION REIMBURSEMENT

It is recommended that the Board approve reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Molly Benson, Senior Acquisition Clerk, Collection Development, Operations Center, for the course "The Information Landscape" Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Information Organization" Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.



Darryn Reams, Teen Services Librarian, Burkhardt 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 "Information Sources and Reference Services" Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

Teresa Curtis-Morrow, Children Services Librarian, Northwest Branch Library, for the course "Special Topics in Library and Information Science" University of Kentucky, 3.0 credit hours, at a cost of \$2,109.00, and the course "Games, Literacy, Meaning & Learning" University of Kentucky, 3.0 credit hours, at a cost of \$2,109.00 for a total of \$4,218.00.

Donald Stewart, Information Services Assistant, Westwood Branch Library, for the course "People in the Information Ecology" Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Selected Topics in Library Science: Makerspaces" Kent State University, 1.0 credit hours, at a cost of \$737.00 for a total of \$2,948.00.

5. COMMENTS FROM THE GENERAL PUBLIC

**RULES AND PROCEDURE FOR PUBLIC COMMENT**

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.
- 3) Unless approved by the Library's Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.
- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting's agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for January 2021 is included in the Board packet.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
1/15/2021	PLF	\$1,408,730	\$1,408,730	-	
1/31/2021	RE Tax Advance	\$151,281	\$3,864	\$147,417	
1/31/2021	RE Tax Advance	\$140,679	-	\$140,679	Debt Service
2/3/2021	RE Tax Advance	\$65,844	\$3,864	\$61,980	
2/3/2021	RE Tax Advance	\$55,115	-	\$55,115	Debt Service
<b>Total</b>		<b>\$1,821,649</b>	<b>\$1,416,458</b>	<b>\$405,191</b>	

7. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

The Executive Director will update the Board on current library programs and services.

8. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE – INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

9. NEW BUSINESS

10. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 17, 2020 at 4:00 p.m. in the Board Room at the Main Library.

11. ADJOURNMENT – ACTION

## CONSENT AGENDA ADDENDUM

### A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Francesca Hary, Branch Library Manager, Burkhardt Branch Library, to participate in “Disney’s Approach to Leadership Excellence” online classes being sponsored by Disney Institute. It is further recommended that registration in the amount of \$179.00 be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to participate in “NCCJ Diversity & Inclusion Series” being sponsored by NCCJ on January 15, 2021 through February 5, 2021. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board.

Caitlin Wissler, Branch Library Manager, Trotwood Branch Library, to participate in “PLA Leadership Lab” being sponsored by PLA on February 3, 2021 through March 24, 2021. It is further recommended that registration in the amount of \$400.00 be reimbursed by the Board.

Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, to participate in “Beyond Virtual Storytime:30+ No Contact Program Ideas” webinar being sponsored by OLC on February 11, 2021. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Ben Murphy, Materials Selection Librarian, Collection Development, Operations Center, Holly Richards, Collection Development Director, Collection Development, Operations Center, and Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, participate in “Equity in Action: Building Diverse Collections” online classes being sponsored by Library Journal being held April 27, 2021 through May 11, 2021. It is further recommended that registration in the amount of \$191.25 each be reimbursed by the Board.

### B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Jessica Hunter, Information Services Librarian, substitute, Grade Sub11, Trotwood Branch Library, effective February 14, 2021 at the rate of \$17.42 per hour.

Hannah Priebe, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective January 31, 2021 at the rate of \$14.74 per hour.

Lauren Simmons, Patron Services Assistant, 4/5-time, Grade 05, Kettering-Moraine Branch Library, effective February 14, 2021 at the rate of \$14.74 per hour.

Claire Watson, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective February 28, 2021 at the rate of \$14.74 per hour.

It is recommended that the following **Change in Location** be accepted:

Melissa Rhoades, Information Services Assistant, substitute, Grade Sub 08, Vandalia Branch Library, from Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, effective February 14, 2021 at the rate of \$13.47 per hour.

Rebecca Westlake, Children Services Librarian, substitute, Grade Sub11, Youth Services, Operations Center, from Children Services Librarian, substitute, Grade Sub11, Main Youth Services, Main Library, effective January 31, 2021 at the rate of \$15.60 per hour.

It is recommended that the following **Hay Reclassification** be accepted:

Molly Benson, Senior Acquisition Clerk, full-time, Grade 07, Collection Development, Operations Center, from Senior Acquisition Clerk, full-time, Grade 06, Collection Development, Operations Center effective January 3, 2021 at the rate of \$16.97 per hour.

Tricia Bingham, Acquisition Clerk, full-time, Grade 05, Collection Development, Operations Center, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center effective January 3, 2021 at the rate of \$17.65 per hour.

Shamar Roberson, Acquisition Clerk, full-time, Grade 05, Collection Development, Operations Center, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center effective January 3, 2021 at the rate of \$16.17 per hour.

Camyel Young, Acquisition Clerk, full-time, Grade 05, Collection Development, Operations Center, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center effective January 3, 2021 at the rate of \$14.53 per hour.

It is recommended that the following **Promotion** be accepted:

Allison Dugan, Patron Services Manager, full-time, Grade S08, Patron Services, Main Library, from Interim Main Library Services Manager/Borrower Services Manager, full-time, Grade S07, Main Library Services, Main Library, effective February 14, 2021 at the rate of \$28.6433 per hour.

It is recommended that the following **Rehire as Substitute** be accepted:

Eric Hockaday, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective January 31, 2021 at the rate of \$13.63 per hour.

It is recommended that the following **Resignation** be accepted:

Eric Hockaday, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective January 30, 2021.

Trevon Edwards, Patron Services Assistant, substitute, Grade Sub05, Public Services, effective November 8, 2019.

It is recommended that the following **Retirement** be accepted:

Carol Kibler, Patron Services Assistant, 3/5-time, Grade 05, Huber Heights Branch Library, effective January 31, 2021 after 33 years of service.

Janet Marrinan, Patron Services Assistant/Driver, 1/2-time, Grade 05, Outreach Services, effective February 27, 2021 after 15 years of service.

Nancy Millsop, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective February 27, 2021 after 15 years of service.

Rebecca Kearney, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective March 13, 2021 after 13 years of service.

It is recommended that the following **Return to Position** be accepted:

Craig Arnold, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective January 17, 2021 at a rate of \$25.44 per hour.

Jennifer Effinger-Damron, Information Services Assistant, full-time, Grade 08, Outreach Services, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective January 31, 2021 at a rate of \$17.81 per hour.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 17, 2021, 4:00 p.m.

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

PRESENT: Barbra Hayde, Jeanne Holihan, Ronald Jackson, 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.

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. Merz, 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 January 20, 2021 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:

Francesca Hary, Branch Library Manager, Burkhardt Branch Library, to participate in “Disney’s Approach to Leadership Excellence” online classes being sponsored by Disney Institute. It is further recommended that registration in the amount of \$179.00 be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to participate in “NCCJ Diversity & Inclusion Series” being sponsored by NCCJ on January 15, 2021 through February 5, 2021. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board.

Caitlin Wissler, Branch Library Manager, Trotwood Branch Library, to participate in “PLA Leadership Lab” being sponsored by PLA on February 3, 2021 through March 24, 2021. It is further recommended that registration in the amount of \$400.00 be reimbursed by the Board.

Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, to participate in “Beyond Virtual Storytime:30+ No Contact Program Ideas” webinar being sponsored by OLC on February 11, 2021. It is further recommended that registration in the amount of \$20.00 be reimbursed by the Board.

Ben Murphy, Materials Selection Librarian, Collection Development, Operations Center, Holly Richards, Collection Development Director, Collection Development, Operations Center, and Erin Wen, Materials Selection Librarian, Collection Development, Operations Center, participate in “Equity in Action: Building Diverse Collections” online classes being sponsored by Library Journal being held April 27, 2021 through May 11, 2021. It is further recommended that registration in the amount of \$191.25 each be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Jessica Hunter, Information Services Librarian, substitute, Grade Sub11, Trotwood Branch Library, effective February 14, 2021 at the rate of \$17.42 per hour.

Hannah Priebe, Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective January 31, 2021 at the rate of \$14.74 per hour.

Lauren Simmons, Patron Services Assistant, 4/5-time, Grade 05, Kettering-Moraine Branch Library, effective February 14, 2021 at the rate of \$14.74 per hour.

Claire Watson, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective February 28, 2021 at the rate of \$14.74 per hour.

#### CHANGE IN LOCATION

Melissa Rhoades, Information Services Assistant, substitute, Grade Sub 08, Vandalia Branch Library, from Information Services Assistant, substitute, Grade Sub08, Brookville Branch Library, effective February 14, 2021 at the rate of \$13.47 per hour.

Rebecca Westlake, Children Services Librarian, substitute, Grade Sub11, Youth Services, Operations Center, from Children Services Librarian, substitute, Grade Sub11, Main Youth Services, Main Library, effective January 31, 2021 at the rate of \$15.60 per hour.

#### HAY RECLASSIFICATION

Molly Benson, Senior Acquisition Clerk, full-time, Grade 07, Collection Development, Operations Center, from Senior Acquisition Clerk, full-time, Grade 06, Collection Development, Operations Center effective January 3, 2021 at the rate of \$16.97 per hour.

Tricia Bingham, Acquisition Clerk, full-time, Grade 05, Collection Development, Operations Center, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center effective January 3, 2021 at the rate of \$17.65 per hour.

Shamar Roberson, Acquisition Clerk, full-time, Grade 05, Collection Development, Operations Center, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center effective January 3, 2021 at the rate of \$16.17 per hour.

Camyel Young, Acquisition Clerk, full-time, Grade 05, Collection Development, Operations Center, from Acquisition Clerk, full-time, Grade 04, Collection Development, Operations Center effective January 3, 2021 at the rate of \$14.53 per hour.

#### PROMOTION

Allison Dugan, Patron Services Manager, full-time, Grade S08, Patron Services, Main Library, from Interim Main Library Services Manager/Borrower Services Manager, full-time, Grade S07, Main Library Services, Main Library, effective February 14, 2021 at the rate of \$28.6433 per hour.

#### REHIRE AS SUBSTITUTE

Eric Hockaday, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective January 31, 2021 at the rate of \$13.63 per hour.



## RESIGNATION

Carol Kibler, Patron Services Assistant, 3/5-time, Grade 05, Huber Heights Branch Library, effective January 31, 2021 after 33 years of service.

Janet Marrinan, Patron Services Assistant/Driver, 1/2-time, Grade 05, Outreach Services, effective February 27, 2021 after 15 years of service.

Nancy Millsop, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective February 27, 2021 after 15 years of service.

Rebecca Kearney, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective March 13, 2021 after 13 years of service.

## RETURN TO POSITION

Craig Arnold, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective January 17, 2021 at a rate of \$25.44 per hour.

Jennifer Effinger-Damron, Information Services Assistant, full-time, Grade 08, Outreach Services, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective January 31, 2021 at a rate of \$17.81 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:

Molly Benson, Senior Acquisition Clerk, Collection Development, Operations Center, for the course “The Information Landscape” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Information Organization” Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

Darryn Reams, Teen Services Librarian, Burkhardt 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 “Information Sources and Reference Services” Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

Teresa Curtis-Morrow, Children Services Librarian, Northwest Branch Library, for the course “Special Topics in Library and Information Science” University of Kentucky, 3.0 credit hours, at a cost of \$2,109.00, and the course “Games, Literacy, Meaning & Learning” University of Kentucky, 3.0 credit hours, at a cost of \$2,109.00 for a total of \$4,218.00.

Donald Stewart, Information Services Assistant, Westwood Branch Library, for the course “People in the Information Ecology” Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Selected Topics in Library Science: Makerspaces” Kent State University, 1.0 credit hours, at a cost of \$737.00 for a total of \$2,948.00.

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 January 2021 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b>Date</b>	<b>Source</b>	<b>Amount</b>	<b>Use in Operations</b>	<b>Investment</b>	<b>Where</b>
1/15/2021	PLF	\$1,408,730	\$1,408,730	-	
1/31/2021	RE Tax Advance	\$151,281	\$3,864	\$147,417	
1/31/2021	RE Tax Advance	\$140,679	-	\$140,679	Debt Service
2/3/2021	RE Tax Advance	\$65,844	\$3,864	\$61,980	
2/3/2021	RE Tax Advance	\$55,115	-	\$55,115	Debt Service
<b>Total</b>		<b>\$1,821,649</b>	<b>\$1,416,458</b>	<b>\$405,191</b>	

On a motion by Ms. Merz, seconded by Mr. Jackson, the January 2021 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 COVID response. The Library is planning on ending the staff furloughs at the end of March but will need to extend the MOU with the DMLSA for at least another month. The Board should expect to have the extended MOU presented at the March meeting for their endorsement. After staff are back to full time, the Library hopes to start restoring public service hours to all locations.

The nominating committee put forward Mr. James Vaughn as a candidate to fill the vacancy that

will be left when Barbara Hayde rolls off the Board in May. On a motion by Ms. Hayde, seconded by Ms. Holihan, the Board unanimously endorsed Mr. Vaughn as a candidate for the Board. The Executive Director will send a letter to the Montgomery County Commissioners supporting his candidacy for the appointment.

#### 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 continuing to move along but the weather has caused slight delays. Demolition on Columbia Hall, the site for the new Burkhardt Branch, has begun.

#### NEW BUSINESS

The President announced that this will be Executive Director Tim Kambitsch's last meeting as he will be retiring at the end of February. She continued with a presentation of proclamations and well wishes. City of Dayton Mayor, Nan Whaley, has declared February 28, 2021 as Tim Kambitsch Day. President Johnson, Ms. Merz, and Ms. Hayde continued with congratulations, thanks, and well wishes.

On a motion by Ms. Hayde, seconded by Ms. Holihan, the Board authorized a \$3,000 recognition bonus to the Executive Director for successfully guiding the Dayton Metro Library through the Covid Pandemic, for ensuring the Library's ongoing fiscal stability, and by demonstrating his dedication to the Dayton Metro Library by postponing his retirement for over a year because of the current crisis, and in recognition of his service in the library community and the greater Dayton community.

Ayes: All  
Nays: None

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The Board will be holding a Special meeting on Tuesday, February 23, 2021 at 12:30 p.m. via WebEx.

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 17, 2021 at 4:00 p.m. via WebEx.

#### ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Hayde, the Board adjourned at 5:03 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY  
MINUTES OF THE SPECIAL BOARD MEETING

Tuesday, February 23, 2021, 12:30 p.m.

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

PRESENT: Jeanne Holihan, Ronald Jackson, Elaine Johnson,  
Carl Kennebrew, Margot Merz, Nolan Thomas

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 12:32 p.m.

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 appointment of the new Executive Director.

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

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 12:33 p.m. and returned to open session at 12:58 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.

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved the appointment of Mr. Jeffrey Trzeciak as Executive Director of the Dayton Metro Library effective April 1, 2021 at a base salary of \$195,000. In addition, the Board approved a taxable relocation sum of \$10,000, a monthly car allowance of \$375, and monthly dining allowance of \$150. All other employee benefits will be provided in

accordance with benefits available to all benefit eligible employees. The Board also recognized that the Library has a well-established organizational structure in place to carry on the Executive Director duties until the new Director come onboard on April 1.

Ayes: All  
Nays: None

#### ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board adjourned at 1:01 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

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

1. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

2. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the February 17, 2021 meeting of the Board and the February 23, 2021 special meeting of the Board.

4. CONSENT AGENDA - ACTION

*All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.*

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

5. COMMENTS FROM THE GENERAL PUBLIC

**RULES AND PROCEDURE FOR PUBLIC COMMENT**

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.
- 3) Unless approved by the Library's Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.

- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting's agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for February 2021 is included in the Board packet.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
2/15/2021	PLF	1,625,226	625,226	1,000,000	Star Ohio
2/12/2021	RE Tax Advance	476,746	476,746	-	
2/12/2021	RE Tax Advance	445,060		445,060	Debt Service
2/19/2021	RE Tax Advance	457,022	457,022	-	
2/19/2021	RE Tax Advance	412,620		412,620	Debt Service
2/26/2021	RE Tax Advance	1,314,003	1,314,003	-	
2/26/2021	RE Tax Advance	1,228,797		1,228,797	Debt Service
3/5/2021	RE Tax Advance	1,864,358	64,358	1,800,000	Star Ohio
3/5/2021	RE Tax Advance	1,724,778		1,724,778	Debt Service
<b>Total</b>		<b>9,548,610</b>	<b>2,937,355</b>	<b>6,611,255</b>	

7. FINAL APPROPRIATION RESOLUTION - ACTION

Enclosed with the Agenda is the recommended Final Appropriation Resolution for 2021 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.

It is recommended that the Board adopt 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, 2021, 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 2021**

<b><u>GENERAL FUND</u></b>	
1000 - Salaries and 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 - Transfers to other funds	<u>\$0</u>
<b>Total General Fund Appropriations</b>	<b>\$36,940,000</b>
<b><u>DEBT SERVICE FUND</u></b>	
3000 - Purchased Services	\$211,000
6000 – Debt Service	<u>\$10,995,153</u>
<b>Total Debt Service Fund Appropriations</b>	<b>\$11,206,153</b>
<b><u>BUILDING &amp; REPAIR FUND</u></b>	
3000 - Purchased Services	\$548,000
5000 - Capital Outlay	\$7,500,000
7000 - Miscellaneous	<u>\$3,000</u>
<b>Total Building &amp; Repair Fund Appropriations</b>	<b>\$8,051,000</b>
<b><u>TAXABLE CONSTRUCTION FUND</u></b>	
2000 – Supplies	\$ 10,500
3000 - Purchased Services	\$2,224,372
5000 - Capital Outlay	\$26,963,028
7000 - Miscellaneous	<u>\$2,100</u>
<b>Total Taxable Construction Fund Appropriations</b>	<b>\$29,200,000</b>
<b>Total All Funds Appropriations</b>	<b><u>\$85,397,153</u></b>

A roll call vote of the Trustees is required.

8. **EXECUTIVE DIRECTOR’S REPORT – INFORMATION**

The Deputy Executive Director will update the Board on current library programs and services.

- COVID-19 update
- Legislative Week



9. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE – INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

10. NEW BUSINESS

11. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 21, 2021 at 4:00 p.m. location TBD.

12. EXECUTIVE SESSION

It is 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 employees.

A **roll call vote** will be needed.

13. ADJOURNMENT – ACTION

## CONSENT AGENDA ADDENDUM

### A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Ronald Jackson, Trustee, Dayton Metro Library, and Nolan Thomas, Trustee, Dayton Metro Library to participate in “OLC Trustee Workshop” webinar being sponsored by OLC on March 6, 2020. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

### B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Christy Trotter, Patron Services Assistant, 1/2-time, Grade 05, Trotwood Branch Library, effective February 28, 2021 at the rate of \$14.74 per hour.

Jeffrey Trzeciak, Executive Director, full-time, Grade S17, Executive Administration, Main Library, effective March 29, 2021 at the rate of \$93.75 per hour.

It is recommended that the following **Change in Position, Change in Location** be accepted:

Megan Francis, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, from Information Services Assistant (Technology Emphasis), full-time, Grade 08, Vandalia Branch Library, effective March 14, 2021 at the rate of \$18.25 per hour.

Jaelyn Fulwood, Youth Experience Manager, full-time, Grade S08, Youth Services, Operations Center, from Youth Service Manager, full-time, Grade S08, Main Youth Services, Main Library, effective March 28, 2021 at the rate of \$30.8737 per hour.

It is recommended that the following **Leave Without Pay** be accepted:

Destinee Hamilton, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, effective February 20, 2021 for 0.4 hours for vacation.

It is recommended that the following **Resignation** be accepted:

Shari Bowers, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, effective April 3, 2021.

Leslie Allen, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective February 10, 2020.

Siara Farrar, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective May 2, 2020.

Jasmine Jones, Information Services Assistant, substitute, Grade Sub08, Outreach Services, effective March 13, 2020.

Deborah Sevitts, Patron Services Assistant, substitute, Grade Sub05, Kettering-Moraine Branch Library, effective March 7, 2020.

Shirley Wright, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective May 2, 2020.

It is recommended that the following **Retirement** be accepted:

Tanya Thomas-Smiley, Processor, full-time, Grade 02, Cataloging, Operations Center, effective April 30, 2021 after 38 years of service.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 17, 2021, 4:00 p.m.

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

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

PRESIDING: Elaine Johnson, President

DEPUTY EXECUTIVE DIRECTOR: Rachel Gut

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 Mr. Jackson, seconded by Ms. Merz, 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 February 17, 2021 and the special meeting of February 23, 2021 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:

Ronald Jackson, Trustee, Dayton Metro Library, and Nolan Thomas, Trustee, Dayton Metro Library to participate in “OLC Trustee Workshop” webinar being sponsored by OLC on March 6, 2020. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Christy Trotter, Patron Services Assistant, 1/2-time, Grade 05, Trotwood Branch Library, effective February 28, 2021 at the rate of \$14.74 per hour.

Jeffrey Trzeciak, Executive Director, full-time, Grade S17, Executive Administration, Main Library, effective March 29, 2021 at the rate of \$93.75 per hour.

### CHANGE IN LOCATION, CHANGE IN POSITION

Megan Francis, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, from Information Services Assistant (Technology Emphasis), full-time, Grade 08, Vandalia Branch Library, effective March 14, 2021 at the rate of \$18.25 per hour.

Jaclyn Fulwood, Youth Experience Manager, full-time, Grade S08, Youth Services, Operations Center, from Youth Service Manager, full-time, Grade S08, Main Youth Services, Main Library, effective March 28, 2021 at the rate of \$30.8737 per hour.

### LEAVE WITHOUT PAY

Destinee Hamilton, Patron Services Assistant, full-time, Grade 05, Borrower Services, Main Library, effective February 20, 2021 for 0.4 hours for vacation.

### RESIGNATION

Shari Bowers, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, effective April 3, 2021.

Leslie Allen, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective February 10, 2020.

Siara Farrar, Patron Services Assistant, substitute, Grade Sub05, Huber Heights Branch Library, effective May 2, 2020.

Jasmine Jones, Information Services Assistant, substitute, Grade Sub08, Outreach Services, effective March 13, 2020.

Deborah Sevitts, Patron Services Assistant, substitute, Grade Sub05, Kettering-Moraine Branch Library, effective March 7, 2020.

Shirley Wright, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective May 2, 2020.

RETIREMENT

Tanya Thomas-Smiley, Processor, full-time, Grade 02, Cataloging, Operations Center, effective April 30, 2021 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 February 2021 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b>Date</b>	<b>Source</b>	<b>Amount</b>	<b>Use in Operations</b>	<b>Investment</b>	<b>Where</b>
2/15/2021	PLF	1,625,226	625,226	1,000,000	Star Ohio
2/12/2021	RE Tax Advance	476,746	476,746	-	
2/12/2021	RE Tax Advance	445,060		445,060	Debt Service
2/19/2021	RE Tax Advance	457,022	457,022	-	
2/19/2021	RE Tax Advance	412,620		412,620	Debt Service
2/26/2021	RE Tax Advance	1,314,003	1,314,003	-	
2/26/2021	RE Tax Advance	1,228,797		1,228,797	Debt Service
3/5/2021	RE Tax Advance	1,864,358	64,358	1,800,000	Star Ohio
3/5/2021	RE Tax Advance	1,724,778		1,724,778	Debt Service
<b>Total</b>		<b>9,548,610</b>	<b>2,937,355</b>	<b>6,611,255</b>	

On a motion by Ms. Merz, seconded by Ms. Hayde, the February 2021 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 2021 that was prepared in accordance with the Chart of Accounts required by the Auditor of State and based on the amended Official Certificate of Estimated Resources requested from the Montgomery County Budget Commission.

On a motion by Ms. Merz, seconded by Ms. Holihan, 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, 2021, 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 2021**

**GENERAL FUND**

1000 - Salaries and 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 - Transfers to other funds	\$0
<b>Total General Fund Appropriations</b>	<b>\$36,940,000</b>

**DEBT SERVICE FUND**

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

**BUILDING & REPAIR FUND**

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

**TAXABLE CONSTRUCTION FUND**

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

**Total All Funds Appropriations**

**\$85,397,153**

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

**EXECUTIVE DIRECTOR'S REPORT**

The Deputy Executive Director updated the Trustees on the Library's response to the COVID-19 outbreak. The Library will be ending furloughs for all staff by the end of March and once staff are back to full hours all locations will reopen to the public on Mondays. She was also excited to announce that the Northwest Branch will be serving as a vaccination site.

The Deputy Executive Director also shared information about this year's legislative week. This year will be completely virtual with a large social media presence every day during the week of April 5<sup>th</sup> through April 9<sup>th</sup>.

**LIBRARIES FOR A SMARTER FUTURE UPDATE**

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. The West Branch is about 28% complete with the wall almost completely up. For the Burkhardt Branch, the Columbia Hall building has been demolished and contractors are now working on some elevation issues regarding adjoining properties. Northmont is on schedule and on budget as of this moment. Huber Heights is in the schematic design phase. It was also mentioned that since the Trotwood Branch was unable to have a Grand Opening celebration due to the pandemic, the Library hopes to celebrate its one year anniversary of being open in July.

**NEW BUSINESS**

President Johnson announced that the Montgomery County Commissioners declined the Board's candidate to fill the vacancy that will be left when Ms. Hayde rolls off the Board in May 2021 due to residency requirements.

President Johnson also announced the Friends of the Library annual meeting is being held virtually on Saturday, March 20<sup>th</sup> and if any Trustee wanted to attend to get in contact with Rachel Gut or Amanda Arrington. In preparing for the annual meeting, she realized that it would be a good idea for the Board and the Affinity groups to have better communication. She suggested sharing meeting minutes between the Friends, Foundation, and Fiduciary Boards, as well as creating a reporting structure between the Boards.



DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 21, 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)(1) of the Ohio Revised Code to discuss employment of public employees.

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

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 4:35 p.m. and returned to open session at 5:30 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 Ms. Merz, seconded by Mr. Kennebrew, the Board approved the change in date of hire for the new Executive Director, Jeffrey Trzeciak, from April 1, 2021 to March 29, 2021.

Ayes: All  
Nays: None

On a motion by Ms. Holihan, seconded by Ms. Hayde, the Board approved a \$1,500 recognition bonus to Deputy Executive Director, Rachel Gut in recognition for her leadership during the COVID pandemic and the continuation of operation during those conditions, as well as recognizing her willingness to perform the leadership role during the Executive Director transition.

Ayes: All  
Nays: None

ADJOURNMENT

On a motion by Mr. Jackson, seconded by Ms. Holihan, the Board adjourned at 5:32 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 21, 2021, 4:00 p.m. via WebEx

1. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

2. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the March 17, 2020 meeting of the Board.

4. CONSENT AGENDA - ACTION

*All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.*

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

5. COMMENTS FROM THE GENERAL PUBLIC

**RULES AND PROCEDURE FOR PUBLIC COMMENT**

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.
- 3) Unless approved by the Library's Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.

- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting's agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for March 2021 will be reviewed by the Fiscal Officer

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b>Date</b>	<b>Source</b>	<b>Amount</b>	<b>Use in Operations</b>	<b>Investment</b>	<b>Where</b>
3/15/2021	PLF	\$1,347,012	\$547,012	\$800,000	Star Ohio
3/12/2021	RE Tax Advance	\$772,438	\$772,438	-	
3/12/2021	RE Tax Advance	\$690,045	-	\$690,045	Debt Service
<b>Total</b>		<b>\$2,809,495</b>	<b>\$1,319,450</b>	<b>\$1,490,045</b>	

7. EXECUTIVE DIRECTOR'S REPORT – INFORMATION

The Executive Director will update the Board on current library programs and services.

- Executive Director's Orientation Update

8. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

9. MIAMI TOWNSHIP ROOFING PACKAGE – ACTION

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Miami Township roofing package for the Miami Township Branch. Three (3) bids were received by the bid due date April 2, 2021.

<u>Bidder</u>	<u>Amount</u>
Enterprise Roofing & Sheet Metal Company Dayton, OH	\$103,508
Harold J/ Becker Company Dayton, OH	\$138,200
BK Contracting Dayton, OH	\$131,425

In consultation with Facilities Construction Consultant, Gerry Mitchell, and Shook Senior Project Engineer, Danny Forterner, proposals were evaluated on costs and compliance with specifications and requirements outlined in the public bid documents. It was determined that Enterprise Roofing & Sheet Metal Company submitted the lowest responsive bid.

It is recommended that the Board approve Enterprise Roofing & Sheet Metal Company for the roofing contract for the Miami Township Branch for an amount not to exceed \$103,508. Additionally, it is recommended that the Board approve alternates 1, 2, 3, and 4 totaling \$22,128 with an amount not to exceed \$125,636 for the entire contract.

10. NEW BUSINESS

11. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 19, 2021 at 4:00 p.m. location TBD.

12. ADJOURNMENT – ACTION

## CONSENT AGENDA ADDENDUM

### A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, and Sarah Whalen, Acquisition Manager, Collection Development, Operations Center, to participate in “IUG 2021 Conference” virtual conference sponsored by III Innovative on March 22, 2021 through March 25, 2021. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Desiree Davey, Technology Development Manager, Information Technology Services, Operations Center, to participate in “Computers in Libraries Conference 2021” sponsored by Information Today on March 23, 2021 through March 25, 2021. It is further recommended that registration in the amount of \$299.00 be reimbursed by the Board.

Jeni Allen, Children Services Librarian, Southeast Branch Library, Christian Brewington, Children Services Librarian, Outreach Services, Mandie Burns, Youth Services Director, Youth Services, Operations Center, Theresa Callen, Children Services Librarian, Main Youth Services, Main Library, Amber Cristofaro, Information Services Librarian, Miamisburg Branch Library, Tonya Cross, Information Services Assistant, Main Youth Services Main Library, Gina Detate, Children Services Librarian, West Carrollton Branch Library, Megs Francis, Information Services Assistant, Main Youth Services, Main Library, Isaac Fry, Children Services Librarian, Burkhardt Branch Library, Jacki Fulwood, Youth Experiences Manager, Youth Services, Operations Center, Dani Gustavich, Children Services Librarian, Trotwood Branch Library, Andrew Hiatt, Children Services Librarian, Miamisburg Branch Library, Candice Jeske, Information Services Assistant, Main Youth Services, Main Library, Amanda Kerstiens, Children Services Librarian, Brookville Branch Library, Linda Lewis, Children Services Librarian, New Lebanon Branch Library, Molly Millsop, Information Services Assistant, Miami Township Branch Library, Caitlin O’Mara, Children Services Librarian, Southeast Branch Library, Karah, Power, Children Services Librarian, Main Youth Services, Main Library, Haley Pratt, Children Services Librarian, Kettering-Moraine Branch Library, Jennifer Reis, Children Services Librarian, Miamisburg Branch Library, Melissa Sokol, Children Services Librarian, Wilmington-Stroop Branch Library, Terri Stringer, Children Services Librarian, Vandalia Branch Library, Erin Wen, Materials Selection Specialist, Collection Development, Operations Center, and Melissa Zimmerman, Children Services Librarian, Electra C. Doren Branch Library to participate in “Storytime: An Opportunity for Social Justice” online class sponsored by UW-Madison being held March 28, 2021 through May 9, 2021. It is further recommended that registration in the amount of \$200.00 each be reimbursed by the Board.

Chrissy Sanders, Accounting Manager, Finance, Main Library, to participate in “CPIM – Public Library Fiscal Officer Conference” webinar sponsored by OLC on April 7, 2021 through April 8, 2021. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Caitlin Wissler, Branch Library Manager, Trotwood Branch Library, to participate in “Whole Person Librarianship” online class sponsored by RUSA(ALA) being held April 19, 2021 through May 24, 2021. It is further recommended that registration in the amount of \$175.00 be recommended by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to participate in “International Public Library Fundraising Conference” virtual conference sponsored by Carl Bloom Associates on June 8, 2021 through June 9, 2021. It is further recommended that registration in the amount of \$85.50 be recommended by the Board.

## B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Angel Curry, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective March 28, 2021 at the rate of \$17.03 per hour.

Sanghyun Lee, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective April 11, 2021 at the rate of \$17.03 per hour.

It is recommended that the following **Change in Position** be accepted:

Aziz Shadmanov, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Electra C. Doren Branch Library, effective March 28, 2021 at the rate of \$13.00 per hour.

It is recommended that the following **Leave Without Pay** be accepted:

Lauren Simmons, Patron Services Assistant, full-time, Grade 05, Kettering-Moraine Branch Library, effective May 21, 2021 for 13 hours for vacation.

It is recommended that the following **Promotion** be accepted:

Douglas Keech, Facilities Manager, full-time, Grade S09, Facilities, Operations Center, from Maintenance Manager, full-time, Grade S07, Facilities, Operations Center, effective March 28, 2021 at the rate of \$30.7620 per hour.

It is recommended that the following **Resignation** be accepted:

Carrie Bebris, Information Services Assistant, substitute, Grade Sub08, Burkhardt Branch Library, effective January 23, 2020.

Dave Hess, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, Main Library, effective May 31, 2021.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 21, 2021, 4:00 p.m.

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

PRESENT: Barbara Hayde, Jeanne Holihan, Ronald Jackson, Elaine Johnson  
Carl Kennebrew, Margot Merz, Nolan Thomas

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

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

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Jackson, seconded by Ms. Merz, the minutes of the Board meeting of March 17, 2021 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:

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, Operations Center, and Sarah Whalen, Acquisition Manager, Collection Development, Operations Center, to participate in “IUG 2021 Conference” virtual conference sponsored by III Innovative on March 22, 2021 through March 25, 2021. It is further recommended that registration in the amount of \$75.00 each be reimbursed by the Board.

Desiree Davey, Technology Development Manager, Information Technology Services, Operations Center, to participate in “Computers in Libraries Conference 2021” sponsored by Information Today on March 23, 2021 through March 25, 2021. It is further recommended that registration in the amount of \$299.00 be reimbursed by the Board.

Jeni Allen, Children Services Librarian, Southeast Branch Library, Christian Brewington, Children Services Librarian, Outreach Services, Mandie Burns, Youth Services Director, Youth Services, Operations Center, Theresa Callen, Children Services Librarian, Main Youth Services, Main Library, Amber Cristofaro, Information Services Librarian, Miamisburg Branch Library, Tonya Cross, Information Services Assistant, Main Youth Services Main Library, Gina Detate, Children Services Librarian, West Carrollton Branch Library, Megs Francis, Information Services Assistant, Main Youth Services, Main Library, Isaac Fry, Children Services Librarian, Burkhardt Branch Library, Jacki Fulwood, Youth Experiences Manager, Youth Services, Operations Center, Dani Gustavich, Children Services Librarian, Trotwood Branch Library, Andrew Hiatt, Children Services Librarian, Miamisburg Branch Library, Candice Jeske, Information Services Assistant, Main Youth Services, Main Library, Amanda Kerstiens, Children Services Librarian, Brookville Branch Library, Linda Lewis, Children Services Librarian, New Lebanon Branch Library, Molly Millsop, Information Services Assistant, Miami Township Branch Library, Caitlin O’Mara, Children Services Librarian, Southeast Branch Library, Karah, Power, Children Services Librarian, Main Youth Services, Main Library, Haley Pratt, Children Services Librarian, Kettering-Moraine Branch Library, Jennifer Reis, Children Services Librarian, Miamisburg Branch Library, Melissa Sokol, Children Services Librarian, Wilmington-Stroop Branch Library, Terri Stringer, Children Services Librarian, Vandalia Branch Library, Erin Wen, Materials Selection Specialist, Collection Development, Operations Center, and Melissa Zimmerman, Children Services Librarian, Electra C. Doren Branch Library to participate in “Storytime: An Opportunity for Social Justice” online class sponsored by UW-Madison being held March 28, 2021 through May 9, 2021. It is further recommended that registration in the amount of \$200.00 each be reimbursed by the Board.

Chrissy Sanders, Accounting Manager, Finance, Main Library, to participate in “CPIM – Public Library Fiscal Officer Conference” webinar sponsored by OLC on April 7, 2021 through April 8, 2021. It is further recommended that registration in the amount of \$60.00 be reimbursed by the Board.

Caitlin Wissler, Branch Library Manager, Trotwood Branch Library, to participate in “Whole Person Librarianship” online class sponsored by RUSA(ALA) being held April 19, 2021 through May 24, 2021. It is further recommended that registration in the amount of \$175.00 be recommended by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to participate in “International Public Library Fundraising Conference” virtual conference sponsored by Carl Bloom Associates on June 8, 2021 through June 9, 2021. It is further recommended that registration in the amount of \$85.50 be recommended by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPONTMENT

Angel Curry, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective March 28, 2021 at the rate of \$17.03 per hour.

Sanghyun Lee, Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective April 11, 2021 at the rate of \$17.03 per hour.

CHANGE IN POSITION

Aziz Shadmanov, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Electra C. Doren Branch Library, effective March 28, 2021 at the rate of \$13.00 per hour.

LEAVE WITHOUT PAY

Lauren Simmons, Patron Services Assistant, full-time, Grade 05, Kettering-Moraine Branch Library, effective May 21, 2021 for 13 hours for vacation.

PROMOTION

Douglas Keech, Facilities Manager, full-time, Grade S09, Facilities, Operations Center, from Maintenance Manager, full-time, Grade S07, Facilities, Operations Center, effective March 28, 2021 at the rate of \$30.7620 per hour.

RESIGNATION

Carrie Bebris, Information Services Assistant, substitute, Grade Sub08, Burkhardt Branch Library, effective January 23, 2020.

Dave Hess, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, Main Library, effective May 31, 2021.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for March 2021 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

On a motion by Ms. Holihan, seconded by Mr. Jackson, the March 2021 Financial Report was approved by the Board.

Ayes: All  
Nays: None

LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. West is about 38% complete with the shell completely up and close to being able to enclose the building. Burkhardt is about 10% complete. Northmont had a slight delay due to the need for a small redesign because of the limited availability for certain construction materials. Huber Heights should be done with site development by the beginning of May.

MIAMI TOWNSHIP ROOFING PACKAGE

Shook Construction acting as Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the Miami Township roofing package for the Miami Township Branch. Three (3) bids were received by the bid due date April 2, 2021.

<u>Bidder</u>	<u>Amount</u>
Enterprise Roofing & Sheet Metal Company Dayton, OH	\$103,508
Harold J/ Becker Company Dayton, OH	\$138,200
BK Contracting Dayton, OH	\$131,425

In consultation with Facilities Construction Consultant, Gerry Mitchell, and Shook Senior Project Engineer, Danny Forterner, proposals were evaluated on costs and compliance with specifications and requirements outlined in the public bid documents. It was determined that Enterprise Roofing & Sheet Metal Company submitted the lowest responsive bid.

On a motion by Ms. Hayde, seconded by Ms. Holihan, the Board approved Enterprise Roofing & Sheet Metal Company for the roofing contract for the Miami Township Branch for an amount not to exceed \$103,508. Additionally, the Board approved alternates 1, 2, 3, and 4 totaling \$22,128 with an amount not to exceed \$125,636 for the entire contract.

Ayes: All  
Nays: None

### EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave the Trustees an update on his orientation to the Dayton Metro Library. He told Trustees that he has been on a listening and learning tour of the system, getting out to branches as well as departments at Main and the Operations Center. The major themes he has been receiving are that staff would like better communication and increased transparency from Administration. He will be continuing his branch visits throughout May and is starting to meet external partners.

### NEW BUSINESS

There was no new business brought before the Board.

### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 19, 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)(1) and Section 121.22 (G)(4) of the Ohio Revised Code to discuss employment of a public employee and the collective bargaining agreement, respectively.

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

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 4:44 p.m. and returned to open session at 5:33 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.

ADJOURNMENT

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

Ayes: All

Nays: None

DAYTON METRO LIBRARY

**REVISED** AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 19, 2021, 4:00 p.m.

1. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

2. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the April 21, 2021 meeting of the Board.

4. CONSENT AGENDA - ACTION

*All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.*

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Alexis Whitney, Information Services Assistant, Brookville Branch Library, in order to attend the Kent State University, School of Library and Information Science.

D. TUITION REIMBURSEMENT

It is recommended that the Board approve 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:

Alexis Whitney, Information Services Assistant, Brookville Branch Library, for the course “Digital Technologies I: Data Fundamentals”, Kent State University, 1.0 credit hour, at a cost of \$737.00, the course “Digital Technologies II: Internet Fundamentals”, Kent State University, 1.0 credit hour, at a cost of \$737.00, the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “User Experience Design Principles and Concepts”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$5,896.00.

E. AMERICAN LIBRARY ASSOCIATION

The 2021 ALA Annual Conference will be held virtually, from June 23 until June 29, 2021. It is recommended that the Board authorize payment of the registration fee of \$179.00, for Board members, the Executive Director, and staff members who have appointed, elected and/or program responsibilities.

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$537.00 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It is further recommended that \$537.00 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

5. COMMENTS FROM THE GENERAL PUBLIC

**RULES AND PROCEDURE FOR PUBLIC COMMENT**

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.
- 3) Unless approved by the Library’s Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.
- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.

8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting’s agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for April 2021 will be reviewed by the Fiscal Officer.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
4/15/2021	PLF	\$1,150,090	\$1,150,090	-	
5/5/2021	RE Tax Advance	\$619,270	\$619,270	-	
5/5/2021	RE Tax Advance	\$546,074	-	\$546,074	Debt Service
<b>Total</b>		<b>\$2,315,434</b>	<b>\$1,769,360</b>	<b>\$546,074</b>	

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

*It is recommended that the Board approve the following banking resolution:*

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

*Elaine Johnson, Board President  
 Jeffrey Trzeciak, Executive Director  
 Christina Sanders, Fiscal Officer & Treasurer*

7. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

8. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

The Executive Director will update the Board on current library programs and services.



9. RESOLUTION CONDEMNING ANTI-ASIAN AND ASIAN AMERICAN HARASSMENT AND VIOLENCE - ACTION

The Board will discuss the proposed resolution condemning anti-Asian and Asian American harassment and violence as presented in the Board materials.

10. NEW BUSINESS

11. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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

12. EXECUTIVE SESSION

It is 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 public employees and the collective bargaining agreement, respectively.

A roll call vote will be needed.

13. ADJOURNMENT – ACTION

## CONSENT AGENDA ADDENDUM

### A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Cindi Chibis, Human Resources Director, Human Resources, Main Library, and Megan Cooper, Development Manager, External Relations, to attend “DACC Annual Meeting” being held at Dayton History on May 26, 2021. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Examining Institutional Racism in Libraries” online class being sponsored by Library Juice on June 7, 2021 through July 4, 2021. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Claudine Bennett, External Relations Manager, External Relations, Operations Center, to participate in “Plan A Campaign to Draw People Back into Your Library” webinar sponsored by NEO-RLS on June 10, 2021. It is further recommended that registration in the amount of \$24.00 each be reimbursed by the Board.

### B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Giselle Spurgeon, Information Services Librarian, substitute, Grade Sub11, Kettering-Moraine Branch Library, effective May 9, 2021 at the rate of \$17.42 per hour.

Margaret Steward, Assistant Branch Library Manager, full-time, Grade S07, Huber Heights Branch Library, effective May 23, 2021 at the rate of \$23.6995 per hour.

Erin Winchester, Information Services Assistant, substitute, Grade Sub08, Information Services, Main Library, effective April 11, 2021 at the rate of \$13.00 per hour.

It is recommended that the following **Change in Grade** be accepted:

Winnie Johnson, Branch Library Manager, full-time, Grade S09, Madden Hills/Westwood Branch Libraries, from Branch Library Manager, full-time, Grade S08, Madden Hills/Westwood Branch Libraries, effective May 9, 2021 at the rate of \$34.2568 per hour.

It is recommended that the following **Change in Location, Change in Position** be accepted:

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

It is recommended that the following **Leave Without Pay** be accepted:

Christy Trotter, Patron Services Assistant, ½ -time, Grade 05, Trotwood Branch Library, effective April 8, 2021 for 3.38 hours for medical reasons.

Sharon Zellner, Patron Services Assistant, ½-time, Grade 05, Southeast Branch Library, effective April 19, 2021 for 80 hours for personal reasons.

It is recommended that the following **Promotion** be accepted:

Rachael Bussert, Local History Librarian, full-time, Grade 12, Special Collections, Main Library, from Information Services Librarian, full-time, Grade 11, Special Collections, Main Library, effective May 9, 2021 at the rate of \$25.44 per hour.

Ashlee Hammond, Assistant Branch Library Manager, full-time, Grade S07, West Branch Library, from Interim Assistant Branch Library Manager, full-time, Grade S07, Westwood Branch Library, effective April 25, 2021 at the rate of \$25.3293 per hour.

It is recommended that the following **Promotion, Change in Location** be accepted:

Angela Jones, Assistant Branch Library Manager, full-time, Grade S07, Vandalia Branch Library, from Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective May 9, 2021 at the rate of \$26.9551 per hour.

Jason Long, Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, from Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective May 23, 2021 at the rate of \$26.2032 per hour.

It is recommended that the following **Promotion, Change in Location, Change in Hours** be accepted:

William Stolz, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, from Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective May 9, 2021 at the rate of \$26.6995 per hour.

It is recommended that the following **Resignation** be accepted:

Tiffany Derosier, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective December 17, 2020.

Carla Sullenberger, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective May 8, 2021.

Alexis Hockaday, Teen Services Librarian, full-time, Grade 11, Northmont Branch Library, effective June 5, 2021.

Eric Hockaday, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective June 5, 2021.

Sarah Whalen, Acquisitions Manager, full-time, Collection Development, Operations Center, effective June 3, 2021.

Miriam Wilkins, Patron Services Assistant, 4/5-time, Grade 05, Wilmington-Stroop Branch Library, effective May 21, 2021.

It is recommended that the following **Retirement** be accepted:

Margery Bova, Patron Services Assistant, full-time, Grade 05, Miamisburg Branch Library, effective July 30, 2021, after more than 25 years of service.

Gwen Owen, External Relations Content Writer, full-time, Grade 08, External Relations, Operations Center, effective June 30, 2021, after 33 years of service.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 19, 2021, 4:00 p.m.

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

PRESENT: Barbara Hayde, Ronald Jackson, 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 4:00 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. Hayde, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Merz, seconded by Mr. Jackson, the minutes of the Board meeting of April 21, 2021 were approved by the Board.

Ayes: All  
Nays: None

## CONSENT AGENDA

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

## WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Cindi Chibis, Human Resources Director, Human Resources, Main Library, and Megan Cooper, Development Manager, External Relations, to attend “DACC Annual Meeting” being held at Dayton History on May 26, 2021. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Examining Institutional Racism in Libraries” online class being sponsored by Library Juice on June 7, 2021 through July 4, 2021. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

Claudine Bennett, External Relations Manager, External Relations, Operations Center, to participate in “Plan A Campaign to Draw People Back into Your Library” webinar sponsored by NEO-RLS on June 10, 2021. It is further recommended that registration in the amount of \$24.00 each be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPONTMENT

Giselle Spurgeon, Information Services Librarian, substitute, Grade Sub11, Kettering-Moraine Branch Library, effective May 9, 2021 at the rate of \$17.42 per hour.

Margaret Steward, Assistant Branch Library Manager, full-time, Grade S07, Huber Heights Branch Library, effective May 23, 2021 at the rate of \$23.6995 per hour.

Erin Winchester, Information Services Assistant, substitute, Grade Sub08, Information Services, Main Library, effective April 11, 2021 at the rate of \$13.00 per hour.

### CHANGE IN GRADE

Winnie Johnson, Branch Library Manager, full-time, Grade S09, Madden Hills/Westwood Branch Libraries, from Branch Library Manager, full-time, Grade S08, Madden Hills/Westwood Branch Libraries, effective May 9, 2021 at the rate of \$34.2568 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

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

LEAVE WITHOUT PAY

Christy Trotter, Patron Services Assistant, ½ -time, Grade 05, Trotwood Branch Library, effective April 8, 2021 for 3.38 hours for medical reasons.

Sharon Zellner, Patron Services Assistant, ½-time, Grade 05, Southeast Branch Library, effective April 19, 2021 for 80 hours for personal reasons.

PROMOTION

Rachael Bussert, Local History Librarian, full-time, Grade 12, Special Collections, Main Library, from Information Services Librarian, full-time, Grade 11, Special Collections, Main Library, effective May 9, 2021 at the rate of \$25.44 per hour.

Ashlee Hammond, Assistant Branch Library Manager, full-time, Grade S07, West Branch Library, from Interim Assistant Branch Library Manager, full-time, Grade S07, Westwood Branch Library, effective April 25, 2021 at the rate of \$25.3293 per hour.

PROMOTION, CHANGE IN LOCATION

Angela Jones, Assistant Branch Library Manager, full-time, Grade S07, Vandalia Branch Library, from Information Services Librarian, full-time, Grade 11, Information Services, Main Library, effective May 9, 2021 at the rate of \$26.9551 per hour.

Jason Long, Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, from Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective May 23, 2021 at the rate of \$26.2032 per hour.

PROMOTION, CHANGE IN LOCATION, CHANGE IN HOURS

William Stolz, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, from Information Services Librarian, substitute, Grade Sub11, Information Services, Main Library, effective May 9, 2021 at the rate of \$26.6995 per hour.

## RESIGNATION

Tiffany Derosier, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective December 17, 2020.

Carla Sullenberger, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective May 8, 2021.

Alexis Hockaday, Teen Services Librarian, full-time, Grade 11, Northmont Branch Library, effective June 5, 2021.

Eric Hockaday, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective June 5, 2021.

Sarah Whalen, Acquisitions Manager, full-time, Collection Development, Operations Center, effective June 3, 2021.

Miriam Wilkins, Patron Services Assistant, 4/5-time, Grade 05, Wilmington-Stroop Branch Library, effective May 21, 2021.

## RETIREMENT

Margery Bova, Patron Services Assistant, full-time, Grade 05, Miamisburg Branch Library, effective July 30, 2021, after more than 25 years of service.

Gwen Owen, External Relations Content Writer, full-time, Grade 08, External Relations, Operations Center, effective June 30, 2021, after 33 years of service.

## TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Alexis Whitney, Information Services Assistant, Brookville Branch Library, in order to attend the Kent State University, School of Library and Information Science.

## TUITION REIMBURSEMENT

The Board approved reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Alexis Whitney, Information Services Assistant, Brookville Branch Library, for the course “Digital Technologies I: Data Fundamentals”, Kent State University, 1.0 credit hour, at a cost of \$737.00, the course “Digital Technologies II: Internet Fundamentals”, Kent State University, 1.0 credit hour, at a cost of \$737.00, the course “Preservation and Conservation of Heritage Materials”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “User Experience Design Principles and Concepts”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$5,896.00.



AMERICAN LIBRARY ASSOCIATION

The 2021 ALA Annual Conference will be held virtually, from June 23 until June 29, 2021. The Board authorized payment of the registration fee of \$179.00, for Board members, the Executive Director, and staff members who have appointed, elected and/or program responsibilities.

The Board further authorized, that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$537.00 will be divided amongst those bargaining unit members attending the conference who do not have an elected, program and/or appointed responsibility. It is further recommended that \$537.00 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for April 2021 were included in the Board folder. Dave Hess, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b>Date</b>	<b>Source</b>	<b>Amount</b>	<b>Use in Operations</b>	<b>Investment</b>	<b>Where</b>
4/15/2021	PLF	\$1,150,090	\$1,150,090	-	
5/5/2021	RE Tax Advance	\$619,270	\$619,270	-	
5/5/2021	RE Tax Advance	\$546,074	-	\$546,074	Debt Service
<b>Total</b>		<b>\$2,315,434</b>	<b>\$1,769,360</b>	<b>\$546,074</b>	

On a motion by Ms. Hayde, seconded by Ms. Merz, the April 2021 Financial Report was approved by the Board.

Ayes: All  
Nays: None

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

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

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

Elaine Johnson, Board President  
Jeffrey Trzeciak, Executive Director  
Christina Sanders, Fiscal Officer & Treasurer

Ayes: All  
Nays: None

#### LIBRARIES FOR A SMARTER FUTURE UPDATE

Facilities Construction Consultant, Gerry Mitchell, gave the Trustees an update on the facilities projects. West is about 48% complete, slight delay on completion due to weather. The structure is up windows are going in and work is happening on the inside. Burkhardt is about 8% complete. There have been revisions to the site plan in regards to a retaining wall. Northmont's bid award is scheduled for July. Huber Heights schematic design documents are currently under review. Miami Township's reroofing will begin in June.

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Trustees on his onboarding. So far more than 300 introduction letters have gone out to community leaders and he has visited all but 2 branches as of the Board meeting. He has also started meetings with stakeholders in the community.

The Executive Director also gave Trustees a brief update on the pandemic response. There was some confusion regarding the lifting of the masking mandate for fully vaccinated people. The Library now is following the CDC guidelines and no longer mandating masking for library patrons.

#### RESOLUTION CONDEMNING ANTI-ASIAN AND ASIAN AMERICAN HARASSMENT AND VIOLENCE

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

***WHEREAS***, the first documented Asians arrived in the US in 1587, when Filipinos landed in California; and

***WHEREAS***, Asian American-Pacific Islander encompasses citizens whose heritage is from East and Southeast Asian countries, and the Pacific islands of Melanesia (New Guinea, New Caledonia, Vanuatu, Fiji, and the Solomon Islands), Micronesia (Marianas, Guam, Wake Island, Palau, Marshall Islands, Kiribati, Nauru, and the Federated States of Micronesia) and Polynesia

(New Zealand, Hawaiian Islands, Rotuma, Midway Islands, Samoa, American Samoa, Tonga, Tuvalu, Cook Islands, French Polynesia, and Easter Island); and

**WHEREAS**, hate speech and violent attacks against the Asian American-Pacific Islander (AAPI) community have increased tremendously since the COVID-19 pandemic began; and

**WHEREAS**, The Center for the Study of Hate and Extremism found that hate crimes against Asians and Asian Americans reported to the police have increased by one hundred sixty-four percent (164%) from 2020 to 2021; and

**WHEREAS**, thousands of incidents are not reported due to intimidation, language barriers, or the alleged perpetrators not being charged under current hate crime laws; and

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

**WHEREAS**, racism against the AAPI community started with the “Yellow Peril” ideology, causing Asians to be branded as perpetual foreigners, and a series of laws passed starting with the Page Act of 1875, followed by the Chinese Exclusion Act of 1882, the Immigration Act of 1917, and the Cable Act of 1922; and

**WHEREAS**, the National Origins Quota of 1924 prevented Asian immigration to the US and many Asians, mostly Chinese immigrants, were murdered, lynched, mutilated and massacred in large-scale events; and

**WHEREAS**, During World War II, Japanese immigrants and Japanese Americans were incarcerated and their homes and property stolen, and in 1982, Vincent Chin was brutally murdered because four white men thought he was Japanese, and today, Asian and Asian Americans are subjected to the “model minority” myth in an effort to minimize and delegitimize the racist attacks against the community; and

**WHEREAS**, May is Asian American-Pacific Islander Heritage Month—a celebration of Asians and Pacific Islanders in the United States passed by Federal Regulation under President Jimmy Carter and expanded under President George W. Bush; and

**WHEREAS**, public libraries should be safe places in the community, designed to promote the development of knowledge, improve the community’s quality of life, promote engagement and relationship-building, and build equity in our communities; and

**WHEREAS**, Dayton Metro Library adopted a strategic plan in 2020 in which building equity in our community is one of the five main pillars; NOW

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

**BE IT FURTHER RESOLVED**, the Dayton Metro Library stands with its Asian American and Pacific Islander staff and patrons and condemns the intentional harassment, violence, hate, and discrimination against this community; and

***BE IT FURTHER RESOLVED***, Dayton Metro Library supports equitable policies, and commits to inform our public discourse on racism through our Collections, resources and programs.

Ayes: All  
Nays: None

NEW BUSINESS

President Johnson recognized Barbara Hayde’s years of service to the library by proposing the following resolution:

***WHEREAS***, Barbara Hayde has served with distinction on the Board of Library Trustees of the Dayton Metro Library from February 28, 2006, through May 31, 2021; and

***WHEREAS***, she demonstrated her leadership by serving as Vice President of the Board from January 2014 through December 2016, and as President of the Board from January 2008 through December 2010 and then again from January 2017 through December 2019; and

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

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

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

***WHEREAS***, she invested tireless efforts to advocate for the audacious Libraries for a Stronger Future bond issue campaign that was overwhelmingly passed by voters in November 2012; and

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

***WHEREAS***, she used her role as a leader in the entrepreneurial community to support key library initiatives that have been critical in starting and growing new businesses in our region; and

***WHEREAS***, her knowledge of private, public, and non-profit financing was of great value to the Board and administration during her entire fifteen years as a Trustee; and

***WHEREAS***, her clear vision of quality library service helped guide the Board in establishing four successive strategic plans and in accomplishing its many goals and outcomes during her tenure; and

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

***WHEREAS***, her dedication to the community has been further illustrated by her distinguished service to a long list of local organizations, including The Entrepreneurs Center,

YWCA, Dayton Children's, Goodwill Services for the Blind, Dayton Area Chamber of Commerce, Dayton History, Dayton Philharmonic Show House, and Montgomery County; and

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

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

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

Ayes: All  
Nays: None

Mr. Jackson left the meeting at 4:36 p.m.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 16, 2020 at 4:00 p.m. in the Main Library's Community Room.

#### 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 collective bargaining agreement, respectively.

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

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 4:48 p.m. and returned to open session at 5:47 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 Mr. Kennebrew, the Board approved the Executive Director's goals for the remainder of 2021.

Ayes: All  
Nays: None

On a motion by Ms. Merz, seconded by Ms. Hayde, the Board authorized the Executive Director to hire an executive coach to help with leadership transition.

Ayes: All  
Nays: None

#### ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Merz, the Board adjourned at 5:50 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 16, 2021, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office as outlined in the Ohio Public Library Trustees Handbook will be administered to all Library Board Members, the Fiscal Officer and the Deputy Fiscal Officer by Ashley Orr, Commissioned Notary Public for the State of Ohio.

2. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

3. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

4. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the May 19, 2021 meeting of the Board.

5. CONSENT AGENDA - ACTION

*All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.*

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. TUITION REIMBURSEMENT

It is recommended that the Board approve 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:

Darryn Reams, Teen Services Assistant, Burkhardt 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 and the course “Engaging School-Age Children”, Kent State University, 3.0 credit hours, at a cost of \$2211.00, for a total of \$2948.00.

6. COMMENTS FROM THE GENERAL PUBLIC

**RULES AND PROCEDURE FOR PUBLIC COMMENT**

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.
- 3) Unless approved by the Library’s Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.
- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting’s agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for May 2021 are included in the Board packet.

The following investments were approved:



Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
5/15/2021	PLF	\$1,597,697	\$1,597,697	-	
5/19/2021	RE Tax Advance	\$3,563	\$3,563	-	
5/19/2021	RE Tax Advance	\$3,391	-	\$3,391	Debt Service
5/24/2021	RE Tax Advance	\$684,918	\$684,918	-	
5/24/2021	RE Tax Advance	\$659,063	-	\$659,063	Debt Service
Total		\$2,948,632	\$2,286,178	\$662,454	

8. APPROVAL OF TREASURER SURETY BOND – ACTION

Chrissy Sanders has been appointed Fiscal Officer replacing Dave Hess who retired in May.

Traditionally the Board 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. A Surety bond for the Treasurer in the amount of \$25,000 will need to be authorized by the Board.

It is recommended that the Trustees authorize securing the recommended surety bond.

9. LIBRARIES FOR A SMARTER FUTURE BOND REFINANCING – ACTION

Chrissy Sanders, Fiscal Officer, and Dave Hess, Financial Consultant, will present the Board with the proposed resolution to refinance the bonds for the Libraries for a Smarter Future building project.

It is recommended that the Board approve of the resolution as presented in the Board materials.

A **roll call vote** will be needed.

10. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones
- Workforce Participation

11. HUBER HEIGHTS PURCHASE/SALES AGREEMENT - ACTION

At the December 2020 facilities meeting, Trustees approved a purchase/sales agreement to purchase approximately 4 acres of real property located along the Brant Pike Corridor in the City of Huber Heights for the new Huber Heights Branch Library and authorized the Fiscal Officer Dave Hess to executed all necessary documents to purchase the

property. Due to Dave Hess' retirement it is suggested that the Board approve the follow recommendation:

On December 9, 2020, the Board approved the purchase/sales agreement to purchase approximately 4 acres of real property located along the Brant Pike Corridor in the City of Huber Heights for the new Huber Heights Branch Library. The Executive Director, recommends the Board authorize Fiscal Officer Christina Sanders to execute all necessary documents to purchase approximately 4 acres of real property located along the Brant Pike Corridor in the City of Huber Heights for the new Huber Heights Branch Library, as approved at the December facilities meeting and further authorizes the Ms. Sanders to perform any and all acts necessary and incidental to consummate this transaction.

12. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

The Executive Director will update the Board on current library programs and services.

- Board Retreat

13. CORRESPONDENCE

Since the last meeting, the Board received the following correspondence of note:

- The resolution from the Montgomery County Commissioners, appointing Ms. Sara Woodhull to the Board of Trustees of the Dayton Metro Library effective June 1, 2021 until May 31, 2028.

14. NEW BUSINESS

15. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 21, 2020 at 4:00 p.m. in the Community Room at the Main Library.

16. EXECUTIVE SESSION

It is 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** will be needed.

17. COLLECTIVE BARGAINING AGREEMENT- ACTION

The Executive Director recommends the Board approve a new three-year collective bargain agreement with the Dayton Metro Library Staff Association. The agreement was ratified by the DMLSA membership on June 6, 2021.

18. MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN - ACTION

The Executive Director recommends the Board approve the proposed Managerial and Confidential Employee Compensation Plan as amended. This update recommends changes to all managers and confidential employees consistent with similar terms to the recently negotiated collective bargaining agreement.

19. ADJOURNMENT – ACTION

## CONSENT AGENDA ADDENDUM

### A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Claudine Bennett, External Relations Manager, External Relations, Operations Center, Megan Cooper, Development Manager, External Relations, Main Library, Diane Farrell, External Relations and Development Director, External Relations, Main Library, and Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to participate in “Telling the Library Story to Increase Public Support” webinar sponsored by Library Works on June 3, 2021. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, and Kelley Gorniak, Catalog Librarian, Cataloging, Operations Center, to participate in “OVGTSL 2021: Technical Services Today” webinar being sponsored by OVGTSL on June 3, 2021 through June 4, 2021. It is further recommended that registration in the amount of \$55.00 each be reimbursed by the Board.

### B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Brittany Graham, Information Services Assistant, 3/5-time, Grade 08, Miamisburg Branch Library, effective June 6, 2021 at the rate of \$17.03 per hour.

It is recommended that the following **Change in Hours and Change in Position** be accepted:

Margaret Castillo, Senior Parton Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, from Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective June 6, 2021 at the rate of \$16.45 per hour.

It is recommended that the following **Promotion** be accepted:

Christina Sanders, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, Main Library, from Accounting Manager, full-time, Grade S07, Finance, Main Library, effective May 23, 2021 at the rate of \$48.0769 per hour.

It is recommended that the following **Rehire as Substitute** be accepted:

Miriam Wilkins, Parton Services Assistant, substitute, Grade Sub05, Wilmington-Stroop Branch Library, effective May 23, 2021 at the rate of \$11.44 per hour.

It is recommended that the following **Resignation** be accepted:

Amanda Black, Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective February 22, 2020.

Lynnelle Combs, Patron Services Assistant, full-time, Grade 05, Northmont Branch Library, effective June 5, 2021.

Howard Edwards, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective June 9, 2021.

Lauren Simmons, Patron Services Assistant, 4/5-time, Grade 05, Kettering-Moraine Branch Library, effective June 18, 2021.

It is recommended that the following **Retirement** be accepted:

Carol Dalton, Catalog Clerk, full-time, Grade 03, Cataloging, Operations Center, effective June 4, 2021, after more than 22 years of service.

Barry Fought, Accountant, ½-time, Grade 11, Finance, Main Library, effective July 15, 2021, after more than 11 years of services.

Connie Staggs, Patron Services Assistant, 2/5-time, Grade 05, Brookville Branch Library, effective June 30, 2021, after more than 20 years of service.

James Washington, Patron Services Assistant, 3/5-time, Grade 05, Northwest Branch Library, effective June 25, 2021, after more than 22 years of service.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 16, 2021, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, Elaine Johnson, Carl Kennebrew,  
Margot Merz, Nolan Thomas, Sara Woodhull

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Chrissy Sanders

CALL TO ORDER

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

Notary Public Ashley Orr 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. Merz, seconded by Ms. Holihan, 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 19, 2021 was approved by the Board.

Ayes: All  
Nays: None

## CONSENT AGENDA

On a motion by Ms. Merz, seconded by Mr. Thomas, 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:

Claudine Bennett, External Relations Manager, External Relations, Operations Center, Megan Cooper, Development Manager, External Relations, Main Library, Diane Farrell, External Relations and Development Director, External Relations, Main Library, and Jayne Klose, Community Engagement Manager, Executive Administration, Main Library, to participate in “Telling the Library Story to Increase Public Support” webinar sponsored by Library Works on June 3, 2021. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, and Kelley Gorniak, Catalog Librarian, Cataloging, Operations Center, to participate in “OVGTSL 2021: Technical Services Today” webinar being sponsored by OVGTSL on June 3, 2021 through June 4, 2021. It is further recommended that registration in the amount of \$55.00 each be reimbursed by the Board.

### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

#### APPOINTMENT

Brittany Graham, Information Services Assistant, 3/5-time, Grade 08, Miamisburg Branch Library, effective June 6, 2021 at the rate of \$17.03 per hour.

#### CHANGE IN HOURS, CHANGE IN POSITION

Margaret Castillo, Senior Parton Services Assistant, full-time, Grade 06, Electra C. Doren Branch Library, from Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective June 6, 2021 at the rate of \$16.45 per hour.

#### PROMOTION

Christina Sanders, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, Main Library, from Accounting Manager, full-time, Grade S07, Finance, Main Library, effective May 23, 2021 at the rate of \$48.0769 per hour.

### REHIRE AS SUBSTITUTE

Miriam Wilkins, Patron Services Assistant, substitute, Grade Sub05, Wilmington-Stroop Branch Library, effective May 23, 2021 at the rate of \$11.44 per hour.

### RESIGNATION

Amanda Black, Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective February 22, 2020.

Lynnelle Combs, Patron Services Assistant, full-time, Grade 05, Northmont Branch Library, effective June 5, 2021.

Howard Edwards, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective June 9, 2021.

Lauren Simmons, Patron Services Assistant, 4/5-time, Grade 05, Kettering-Moraine Branch Library, effective June 18, 2021.

### RETIREMENT

Carol Dalton, Catalog Clerk, full-time, Grade 03, Cataloging, Operations Center, effective June 4, 2021, after more than 22 years of service.

Barry Fought, Accountant, ½-time, Grade 11, Finance, Main Library, effective July 15, 2021, after more than 11 years of services.

Connie Staggs, Patron Services Assistant, 2/5-time, Grade 05, Brookville Branch Library, effective June 30, 2021, after more than 20 years of service.

James Washington, Patron Services Assistant, 3/5-time, Grade 05, Northwest Branch Library, effective June 25, 2021, after more than 22 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:

Darryn Reams, Teen Services Assistant, Burkhardt 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 and the course “Engaging School-Age Children”, Kent State University, 3.0 credit hours, at a cost of \$2211.00, for a total of \$2948.00.

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 May 2021 were included in the Board folder. Chrissy Sanders, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b>Date</b>	<b>Source</b>	<b>Amount</b>	<b>Use in Operations</b>	<b>Investment</b>	<b>Where</b>
5/15/2021	PLF	\$1,597,697	\$1,597,697	-	
5/19/2021	RE Tax Advance	\$3,563	\$3,563	-	
5/19/2021	RE Tax Advance	\$3,391	-	\$3,391	Debt Service
5/24/2021	RE Tax Advance	\$684,918	\$684,918	-	
5/24/2021	RE Tax Advance	\$659,063	-	\$659,063	Debt Service
Total		\$2,948,632	\$2,286,178	\$662,454	

On a motion by Mr. Jackson, seconded by Ms. Merz, the May 2021 Financial Report was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF TREASURER SURETY BOND

Chrissy Sanders has been appointed Fiscal Officer replacing Dave Hess who retired in May.

Traditionally the Board 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. A Surety bond for the Treasurer in the amount of \$25,000 will need to be authorized by the Board.

On a motion by Mr. Thomas, seconded by Mr. Kennebrew, the surety bond was approved by the Board.

Ayes: All  
Nays: None

LIBRARIES FOR A SMARTER FUTURE BOND REFINANCING

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

**A RESOLUTION REQUESTING THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF MONTGOMERY, OHIO, AS THE TAXING AND BOND-ISSUING AUTHORITY OF THE LIBRARY, TO AUTHORIZE THE ISSUANCE AND SALE OF BONDS OF THE LIBRARY, IN THE MAXIMUM PRINCIPAL AMOUNT OF \$46,235,000, FOR THE PURPOSE OF REFUNDING FOR DEBT CHARGES SAVINGS CERTAIN OF THE OUTSTANDING LIBRARY IMPROVEMENT BONDS, SERIES 2013A (TAX-EXEMPT), DATED APRIL 3, 2013.**

WHEREAS, this Board is charged with the title, custody, control and maintenance of a county library district known as “Dayton Metro Library” (the Library); and

WHEREAS, pursuant to a resolution duly adopted by the State Library Board, the Library is comprised of all of the territory of the County of Montgomery, with the exception of the territory of (i) Centerville City School District, which is served by the Washington-Centerville Public Library, (ii) Oakwood City School District, which is served by the Wright Memorial Public Library, and (iii) Valley View Local School District, which is served by the Germantown Public Library; and

WHEREAS, the Library is more specifically described to include the territories of the following school districts, either in their entirety if located entirely in the County of Montgomery or the portions thereof located in the County of Montgomery: Beavercreek Local School District, Brookville Local School District, Carlisle Local School District, Jefferson Township Local School District, Mad River Local School District, New Lebanon Local School District, Northridge Local School District, Preble-Shawnee Local School District, Tri-County North Local School District, Dayton City School District, Fairborn City School District, Huber Heights City School District, Kettering City School District, Miamisburg City School District, Northmont City School District, Springboro City School District, Trotwood-Madison City School District, Vandalia-Butler City School District, and West Carrollton City School District; and

WHEREAS, pursuant to Section 3375.24 of the Revised Code, the Board of County Commissioners of the County of Montgomery (the County Board) is the taxing authority of the Library and is also authorized by law to issue notes and bonds of the Library under Chapter 133 of the Revised Code and in accordance with the vote of the electors residing within the boundaries of the Library; and

WHEREAS, at the election held on November 6, 2012, on the question of issuing bonds of the Library in the aggregate principal amount of \$187,000,000 for the purpose of constructing, adding to, renovating, remodeling, furnishing, equipping and otherwise improving library buildings and facilities, and acquiring, clearing and improving the sites thereof, and of levying property taxes outside the ten-mill limitation to pay the debt charges on those bonds and any anticipatory securities, the requisite majority of those voting on the question voted in favor of it; and

WHEREAS, pursuant to Resolution No. 13-0189, adopted by the County Board, as the taxing and bond-issuing authority of the Library, on February 5, 2013 (the Series 2013 Bond Legislation), there were issued \$135,000,000 Library Improvement Bonds, Series 2013A (Tax-Exempt), dated April 3, 2013, for the purpose stated in Section 1; and

WHEREAS, pursuant to Resolution No. 19-1383, adopted by the County Board, as the taxing and bond-issuing authority of the Library, on October 29, 2019, there were issued \$88,764,983.10 Library Improvement Refunding Bonds, Series 2019 (Federally Taxable), dated December 3, 2019, for the purpose of refunding for debt charges savings the then-outstanding Series 2013A Bonds maturing on December 1 in the years 2027 through 2029, 2031 through 2034, 2038 (those maturing on December 1, 2038, and bearing interest at the rate of 4.75%) and 2038 (those maturing on December 1, 2038, and bearing interest at the rate of 5.00%); and

WHEREAS, this Board finds and determines that it is necessary and in the best interest of the Library to refund for debt charges savings all or a portion of the Series 2013A Bonds maturing on December 1 in the years 2022 through 2026, 2030 and 2038 (those maturing on December 1, 2038, and bearing interest at the rate of 3.75%) (collectively, the Refunded Bonds); and

WHEREAS, this Board finds and determines that it is necessary and in the best interest of the Library to issue the Bonds described in Section 1 to provide funds sufficient for that purpose, including the payment of expenses properly allocable to that refunding and to the issuance of the Bonds; and

WHEREAS, the Fiscal Officer/Finance Director, as fiscal officer of the Library (the Fiscal Officer), has certified that the estimated life or period of usefulness of the improvement described in Section 1 was, at the time of issuance of the Refunded Bonds, at least five years, and the maximum maturity of the Bonds described in Section 1 is not later than December 1, 2038;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of Dayton Metro Library, County of Montgomery, Ohio, that:

Section 1. Authorized Principal Amount and Purpose. It is hereby determined and recited that the Library (then known as the “Montgomery County Library District”) was established as a county library district on May 14, 1948, by adoption of Resolution No. 270 by the County Board. Accordingly, this Board is charged with the title, custody, control and maintenance of a public library known as “Dayton Metro Library”.

This Board determines that it is necessary and in the best interest of the Library to issue bonds of the Library in the maximum principal amount of \$46,235,000 (the Bonds) for the purpose of refunding for debt charges savings certain of the outstanding Library Improvement Bonds, Series 2013A (Tax-Exempt), dated April 3, 2013, where were issued for the purpose of constructing, adding to, renovating, remodeling, furnishing, equipping and otherwise improving library buildings and facilities, and acquiring, clearing and improving the sites thereof. Accordingly, this Board hereby requests the County Board, as the taxing and bond-issuing authority for the Library, to authorize the issuance of the Bonds as described herein and on the terms described herein. The aggregate principal amount of Bonds to be issued shall be in the amount determined by the Fiscal Officer in a Final Terms Certificate (the Final Terms Certificate) to be signed pursuant to authority granted in a resolution to be adopted by the County Board (the County Bond Resolution), consistent with this Resolution and the Fiscal Officer’s determination of the best interest of and financial advantages to the Library.

Section 2. Sale of the Bonds.

(a) To the Original Purchaser. This Board further requests that the Bonds be sold at private sale, unless otherwise determined by the Fiscal Officer in the Final Terms Certificate, to Stifel, Nicolaus & Company, Incorporated (the Original Purchaser), at a purchase price, not less than 97% of the aggregate principal amount thereof, as shall be determined by the Fiscal Officer in

the Final Terms Certificate, plus accrued interest on the Bonds from their date to the closing date, and shall be sold by the Fiscal Officer with and upon such other terms as are required or authorized by the County Bond Resolution to be specified in the Final Terms Certificate, all in accordance with law, the provisions of the County Bond Resolution and a Bond Purchase Agreement between the Library and the Original Purchaser (the Bond Purchase Agreement) as described and defined in the County Bond Resolution.

The President, Vice President and Secretary of this Board, the Executive Director, the Fiscal Officer and other Library officials, as appropriate, each are authorized and directed to sign any agreements (including, but not limited to, the Bond Purchase Agreement, Bond Registrar Agreement, Escrow Agreement and Continuing Disclosure Agreement, each as described and defined in the County Bond Resolution), transcript certificates, financial statements and other documents and instruments and to take such actions as are necessary or appropriate to consummate the transactions contemplated by the County Bond Resolution and this Resolution.

(b) Primary Offering Disclosure – Official Statement. The President or Vice President of this Board, the Executive Director and the Fiscal Officer, on behalf of the Library and in their official capacities, are authorized to (i) prepare or cause to be prepared, and make or authorize modifications, completions or changes of or supplements to, an official statement in connection with the original issuance of the Bonds, (ii) determine, and to certify or otherwise represent, when the official statement is to be “deemed final” (except for permitted omissions) by the Library or is a final official statement for purposes of SEC Rule 15c2-12(b)(1), (3) and (4), (iii) use and distribute, or authorize the use and distribution of, that official statement and any supplements thereto in connection with the original issuance of the Bonds and (iv) complete and sign that official statement as so approved together with such certificates, statements or other documents in connection with the finality, accuracy and completeness of that official statement as they deem necessary or appropriate.

(c) Agreement to Provide Continuing Disclosure. For the benefit of the holders and beneficial owners from time to time of the Bonds, the Library agrees to provide or cause to be provided such financial information and operating data, audited financial statements and notices of the occurrence of certain events, in such manner as may be required for purposes of the Rule. The President or Vice President of this Board, the Executive Director and the Fiscal Officer are authorized and directed to complete, sign and deliver the Continuing Disclosure Agreement, in the name and on behalf of the Library, in substantially the form as is now on file with the Fiscal Officer. The Continuing Disclosure Agreement is approved, together with any changes or amendments that are not inconsistent with this Resolution and not substantially adverse to the Library and that are approved by the Fiscal Officer on behalf of the Library, all of which shall be conclusively evidenced by the signing of the Continuing Disclosure Agreement.

The Fiscal Officer is further authorized and directed to establish procedures in order to ensure compliance by the Library with its Continuing Disclosure Agreement, including timely provision of information and notices as described above. Prior to making any filing required under the Rule, the Fiscal Officer shall consult with and obtain legal advice from, as appropriate, bond counsel or other qualified independent special counsel selected by the Library. The Fiscal Officer, acting in the name and on behalf of the Library, shall be entitled to rely upon any such legal advice in determining whether a filing should be made. The performance by the Library of its Continuing Disclosure Agreement shall be subject to the annual appropriation of any funds that may be necessary to perform it.

(d) Application for Rating or Bond Insurance; Financing Costs. If, in the judgment of the Fiscal Officer, the filing of an application for (i) a rating on the Bonds by one or more nationally-

recognized rating agencies, or (ii) a policy of insurance from a company or companies to better assure the payment of principal of and interest on the Bonds, is in the best interest of and financially advantageous to the Library, the Fiscal Officer is authorized to prepare and submit those applications, to provide to each such agency or company such information as may be required for the purpose, and to provide further for the payment of the cost of obtaining each such rating or policy, except to the extent paid by the Original Purchaser in accordance with the Bond Purchase Agreement, from the proceeds of the Bonds to the extent available and otherwise from any other funds lawfully available and that are appropriated or shall be appropriated for that purpose. The Fiscal Officer is hereby authorized, to the extent necessary or required, to enter into any commitments or agreements, in the name of and on behalf of the Library, that the Fiscal Officer determines to be necessary in connection with obtaining of such ratings or that bond insurance.

The expenditure of the amounts necessary to secure that rating or those ratings and to pay the other financing costs (as defined in Section 133.01 of the Revised Code) in connection with the Bonds, to the extent not paid by the Original Purchaser in accordance with the Bond Purchase Agreement, is authorized and approved, and the Fiscal Officer is authorized to provide for the payment of any such amounts and costs from the proceeds of the Bonds to the extent available and otherwise from any other funds lawfully available that are appropriated or shall be appropriated for that purpose.

Section 3. Refunding; Call of Refunded Bonds. This Board determines that it is necessary and in the best interest of the Library to refund the Refunded Bonds. The Fiscal Officer is authorized and directed to give to The Huntington National Bank, as the authenticating agent, bond registrar, transfer agent and paying agent for the Refunded Bonds, on or promptly after the Closing Date (as defined in the County Bond Resolution), written notice of the call for redemption, and the Refunded Bonds shall be redeemed in accordance with the Series 2013 Bond Legislation and the Escrow Agreement. The Library covenants for the benefit of the holders of the Refunded Bonds and of the Bonds, that it will at no time on or after the Closing Date take actions to modify or rescind that call for prior redemption, and that it will take, and will cause the bond registrar and paying agent for the Refunded Bonds to take, all steps required by the terms of the Refunded Bonds to make and perfect that call for prior redemption.

Section 4. Application of Proceeds. The proceeds from the sale of the Bonds (except any accrued interest and original issue premium in excess of the amount necessary to accomplish the refunding of the Refunded Bonds and the payment of costs relating to the issuance of the Bonds and the refunding of the Refunded Bonds, which shall be paid into the Bond Retirement Fund) shall be paid into the Escrow Fund as and to the extent provided in the County Bond Resolution, and are appropriated and shall be used for that purpose. Accrued interest and such excess premium received by the Library are appropriated and shall be used for the purpose of paying debt charges on the Bonds. Any proceeds received by the Library to be used for the payment of any expense relating to the refunding of the Refunded Bonds and the issuance of the Bonds shall be paid into the proper fund or funds, and are appropriated and shall be used for that purpose.

Section 5. Provisions for Tax Levy. Pursuant to the authority granted by the electors of the Library on November 6, 2012, this Board requests the County Board, as taxing and bond-issuing authority of the Library, to levy on all the taxable property in the Library, in addition to all other taxes, during the period the Bonds are outstanding in an amount sufficient to pay the debt charges on the Bonds when due, which tax shall not be less than the interest and sinking fund tax required by Section 11 of Article XII of the Ohio Constitution. The tax shall be unlimited as to amount or rate, shall be and is ordered computed, certified, levied and extended upon the tax duplicate and collected by the same officers, in the same manner and at the same time that taxes for general purposes for each of those years are certified, levied, extended and collected, and shall be placed

before and in preference to all other items and for the full amount thereof. The proceeds of the tax levy shall be placed in the Library's Bond Retirement Fund, which is irrevocably pledged for the payment of the debt charges on the Bonds when and as the same fall due.

Section 6. Federal Tax Considerations. The Library covenants that it will use, and will restrict the use and investment of, the proceeds of the Bonds in such manner and to such extent as may be necessary so that (a) the Bonds will not (i) constitute private activity bonds or arbitrage bonds under Section 141 or 148 of the Internal Revenue Code of 1986, as amended (the Code), or (ii) be treated other than as bonds the interest on which is excluded from gross income under Section 103 of the Code and (b) the interest on the Bonds will not be an item of tax preference under Section 57 of the Code.

The Library further covenants that (a) it will take or cause to be taken such actions that may be required of it for the interest on the Bonds to be and to remain excluded from gross income for federal income tax purposes, (b) it will not take or authorize to be taken any actions that would adversely affect that exclusion and (c) it, or persons acting for it, will, among other acts of compliance, (i) apply the proceeds of the Bonds to the governmental purposes of the borrowing, (ii) restrict the yield on investment property, (iii) make timely and adequate payments to the federal government, (iv) maintain books and records and make calculations and reports, and (v) refrain from certain uses of those proceeds and, as applicable, of property financed with such proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code.

The Fiscal Officer, as fiscal officer of the Library, or any other officer of the Library having responsibility for the issuance of the Bonds, is hereby authorized (a) to make or effect any election, selection, designation (including designation of the Bonds as "qualified tax-exempt obligations" if such designation is applicable and desirable, and to make any related necessary representations and covenants), choice, consent, approval or waiver on behalf of the Library with respect to the Bonds as the Library is permitted or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections provided for or available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting the favorable tax treatment or status of the Bonds or interest thereon or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments, as determined by that officer, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the Library, as may be appropriate to assure the exclusion of interest from gross income and the intended tax status of the Bonds, and (c) to give one or more appropriate certificates of the Library, for inclusion in the transcript of proceedings for the Bonds, setting forth the reasonable expectations of the Library regarding the amount and use of all the proceeds of the Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on and the tax status of the Bonds.

Each covenant made in this Section with respect to the Bonds is also made with respect to all issues any portion of the debt charges on which is paid from proceeds of the Bonds (and, if different, the original issue and any refunding issues in a series of refundings), to the extent such compliance is necessary to assure exclusion of interest on the Bonds from gross income for federal income tax purposes, and the officers identified above are authorized to take actions with respect to those issues as they are authorized in this Section to take with respect to the Bonds.

Section 7. Certification and Delivery of Resolution. The Fiscal Officer is directed to deliver or cause to be delivered a certified copy of this Resolution to the Clerk of the County Board.

Section 8. Retention of Bond and Disclosure Counsel. In connection with the issuance of the Bonds, the legal services of Squire Patton Boggs (US) LLP, as bond counsel and disclosure counsel, are hereby retained. The legal services shall be in the nature of legal advice and recommendations as to the documents and the proceedings in connection with the issuance and sale of the Bonds and the rendering of the necessary legal opinion upon the delivery of the Bonds. In rendering those legal services, as an independent contractor and in an attorney-client relationship, that firm shall not exercise any administrative discretion on behalf of the Library in the formulation of public policy, expenditure of public funds, enforcement of laws, rules and regulations of the State, the Library or any other political subdivision, or the execution of public trusts. That firm shall be paid just and reasonable compensation for those legal services and shall be reimbursed for the actual out-of-pocket expenses it incurs in rendering those legal services. The Fiscal Officer is authorized and directed, to the extent they are not paid by the Original Purchaser in accordance with the Bond Purchase Agreement, to make appropriate certification as to the availability of funds for those fees and any reimbursement and to issue an appropriate order for their timely payment as written statements are submitted by that firm.

Section 9. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

Section 10. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 11. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

A roll call vote was taken as follows:

Ms. Holihan, Aye  
Mr. Jackson, Aye  
Ms. Johnson, Aye  
Mr. Kennebrew, Aye  
Ms. Merz, Aye  
Mr. Thomas, Aye  
Ms. Woodhull, Aye

Ayes: All  
Nays: None

#### 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. West is 62% complete with a target completion for October. Burkhardt is 20% complete and the move into the new building is

projected for March 2022. Northmont is scheduled to go out for bid in July. Huber Heights is under schematic review and it should be approved soon.

#### HUBER HEIGHTS PURCHASE/SALES AGREEMENT

On December 9, 2020, the Board approved the purchase/sales agreement to purchase approximately 4 acres of real property located along the Brant Pike Corridor in the City of Huber Heights for the new Huber Heights Branch Library.

On a motion by Mr. Kennebrew, seconded by Ms. Holihan, the Board authorized Fiscal Officer Christina Sanders to execute all necessary documents to purchase approximately 4 acres of real property located along the Brant Pike Corridor in the City of Huber Heights for the new Huber Heights Branch Library, as approved at the December facilities meeting and further authorized Ms. Sanders to perform any and all acts necessary and incidental to consummate this transaction.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director updated the Trustees on his goals. He is making good progress or in many cases has already completed his goals.

The Executive Director recommended that the Board hold a strategic retreat. It was agreed that the retreat would be held on August 28<sup>th</sup>, location to be determined.

#### CORRESPONDENCE

The Board acknowledged a resolution from the Montgomery County Commissioners, appointing Ms. Sara Woodhull to the Board of Trustees of the Dayton Metro Library effective June 1, 2021 until May 31, 2028.

The Board also received a proclamation recognizing former Trustee, Barbara Hayde, for her years of services on the Dayton Metro Library Board of Trustees.

#### NEW BUSINESS

President Johnson appointed an ad hoc personnel committee consisting of herself, Ms. Johnson, and Mr. Kennebrew, to help the Executive Director to find and executive coach.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 21, 2020 at 4:00 p.m. in the Community Room at the Main Library.



## EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) and 121.22(G)(4) to discuss the employment of a public employee and the collective bargaining agreement, respectively.

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

A roll call vote was taken as follows:

Ms. Holihan, Aye  
Mr. Jackson, Aye  
Ms. Johnson, Aye  
Mr. Kennebrew, Aye  
Ms. Merz, Aye  
Mr. Thomas, Aye  
Ms. Woodhull, Aye

Ayes: All  
Nays: None

The Board entered Executive Session at 4:49 p.m. and returned to open session at 5:08 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.

## COLLECTIVE BARGAINING AGREEMENT- ACTION

On a motion by Ms. Merz, seconded by Mr. Thomas, the Board approved a new three-year collective bargain agreement with the Dayton Metro Library Staff Association. The agreement was ratified by the DMLSA membership on June 6, 2021.

Ayes: All  
Nays: None

## MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN - ACTION

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board approved the proposed Managerial and Confidential Employee Compensation Plan as amended. This update recommends changes to all managers and confidential employees consistent with similar terms to the recently negotiated collective bargaining agreement.

Ayes: All  
Nays: None

PERSONNEL COMMITTEE

On a motion by Ms. Holihan, seconded by Ms. Kennebrew, the Board authorized the personnel committee proceed with soliciting bids and recommending an executive coach for the Executive Director for a contract not to exceed \$22,000.

Ayes: All  
Nays: None

ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Merz, the Board adjourned at 5:10 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 21, 2021, 4:00 p.m.

1. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

2. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the June 16, 2021 meeting of the Board.

4. CONSENT AGENDA - ACTION

*All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.*

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Amber Cristofaro, Information Services Assistant, Miamisburg Branch Library, in order to attend the Kent State University, School of Library and Information Science.

D. TUITION REIMBURSEMENT

It is recommended that the Board approve reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Molly Benson, Senior Acquisition Clerk, Collection Development, Operations Center, for the course “People in the Information Ecology”, Kent State University, 3.0 credit hour, at a cost of \$2211.00.

5. COMMENTS FROM THE GENERAL PUBLIC

**RULES AND PROCEDURE FOR PUBLIC COMMENT**

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.
- 3) Unless approved by the Library’s Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.
- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting’s agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

6. LIBRARIES FOR A SMARTER FUTURE BOND REFINANCING – INFORMATION

Bob Frantz from Stifel, Nicolaus & Company will present the Board with the plan to refinance the remaining bonds for the Libraries for a Smarter Future building project.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for June 2021 is included in the Board packet.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
Date	Source	Amount	Use in Operations	Investment	Where
6/15/2021	PLF	\$2,051,677	\$2,051,677	-	-
6/18/2021	RE Tax Advance	\$234,600	\$234,600	-	-
6/18/2021	RE Tax Advance	\$215,743	-	\$215,743	Debt Service
7/2/2021	RE Tax Advance	\$155,602	\$155,602	-	-
7/2/2021	RE Tax Advance	\$142,330	-	\$142,330	Debt Service
7/9/2021	RE Tax Advance	\$285,272	\$285,272	-	-
7/9/2021	RE Tax Advance	\$260,917	-	\$260,917	Debt Service
7/15/2021	PLF	\$1,894,260	\$1,894,260	-	-
Total		\$5,240,401	\$4,621,411	\$618,990	

8. FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2022 - ACTION

The Montgomery County Budget Commission has scheduled the 2022 Tax Budget Allocation Meeting for Wednesday, August 25, 2021. The meeting includes public hearings from the four libraries in Montgomery County. The Dayton Metro Library intends to participate in the hearing.

In prior years, the Board has passed a resolution in anticipation of the Budget Commission meeting. The Executive Director recommends Board approval of this resolution for consideration by the 2022 County Budget Commission.

The Executive Director recommends the Board approve 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 developed a revised the Funding Distribution Formula for the Public Library Fund, and

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

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

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

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

THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library endorses the use of the new Funding Distribution Formula for the allocation of the 2022 Public Library Fund by the Montgomery County Budget Commission.

9. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

The Executive Director will update the Board on current library programs and services.

- Holly Richards – Collection Equity Audit

10. LIBRARIES FOR A SMARTER FUTURE UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

11. NORTHMONT BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE

Due diligence is being completed on the bids that came in for the Northmont Branch Single Prime General Contractor package. The Executive Director expects to bring a recommendation to the Board at the meeting.

12. NEW BUSINESS

13. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, August 18, 2021 at 4:00 p.m. in the Community Room at the Main Library.

The Board will be holding a strategic retreat on Saturday, August 28, 2021 at 9:00 a.m.

14. EXECUTIVE SESSION

It is 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.

A **roll call vote** will be needed.

15. ADJOURNMENT – ACTION

## CONSENT AGENDA ADDENDUM

### A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Mike Nemire, Audio-Visual Services Technician, Information Technology Services, Operations Center, and Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, Operations Center to attend “CTS Exam” being held in Moraine, OH. It is further recommended that registration in the amount of \$490.00 each be reimbursed by the Board.

Jeff Reid, Materials Selection Librarian, Collection Development, Operations Center, to participate in “Fundamentals of Collection Development and Management” online course being sponsored by Core on June 21, 2021 through July 16, 2021. It is further recommended that the Board reimburse registration in the amount of \$139.00.

Kim Bishop, Staff Development Manager, Human Resources, Operations Center, to participate in “Library Ethics: Earning Trust and Respect” webinar being sponsored by Library Works on June 22, 2021. It is further recommended that registration in the amount of \$299.00 be reimbursed by the Board.

Heather McClure, Security Manager, Security, Operations Center, and Michael Pendleton, Security Assistant, Security, Operations Center, to attend “Law Enforcement De-escalation” being held in Centerville, OH on July 15, 2021. It is further recommended that registration in the amount of \$99.00 each be reimbursed by the Board.

Carol Mitchell, Branch Library Manager, Huber Heights Branch Library, to participate in “New Directors Workshop Series” being sponsored by OLC on July 29, 2021 through August 31, 2021. It is further recommended that registration in the amount of \$190.00 be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, Main Library, to participate in “Society of American Archivists Storytelling Workshop” being sponsored by COPA on August 2, 2021. It is further recommended that registration in the amount of \$49.00 be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, Main Library, to attend “Society of American Archivists Annual Meeting” being sponsored by SOA on August 4, 2021 through August 6, 2021. It is further recommended that registration in the amount of \$149.00 be reimbursed by the Board.

### B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Mikayla Burr, Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective July 18, 2021 at the rate of \$15.18 per hour.

Lauren Day, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective July 18, 2021 at the rate of \$15.18 per hour.

Siara Farrar, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective July 4, 2021 at the rate of \$15.18 per hour.

Haylee Hunt, Patron Services Assistant, 3/5-time, Grade 05, Huber Heights Branch Library, effective July 18, 2021 at the rate of \$15.18 per hour.

Jennifer McConkey, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective July 18, 2021 at the rate of \$17.54 per hour.

Brea McQueen, Youth Services Manager, full-time, Main Youth Services, Main Library, effective July 18, 2021 at the rate of \$28.0490 per hour.

Eileen O'Connor-Ramsey, Information Services Librarian, substitute, Grade Sub11, New Lebanon Branch Library, effective July 18, 2021 at the rate of \$17.42 per hour.

Samuel Robinson, Catalog Librarian, Cataloging, Operations Center, effective August 1, 2021 at the rate of \$23.79 per hour.

It is recommended that the following **Change in Hours, Change in Position, Change in Location** be accepted:

Christy Trotter, External Relations Content Writer, full-time, Grade 08, External Relations, Operation Center, from Patron Services Assistant, 1/2-time, Grade 05, Trotwood Branch Library, effective July 4, 2021 at the rate of \$17.54 per hour.

It is recommended that the following **Change in Location** be accepted:

Tomas Underwood, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, from Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective August 15, 2021 at the rate of \$21.97 per hour.

It is recommended that the following **Change in Title** be accepted:

Phillip Green, Event Operations Assistant, full-time, Grade 08, External Relations, Main Library, from Administrative Assistant for Event Operations, full-time, Grade 08, External Relations, Main Library, effective July 1, 2021 at the rate of \$19.87 per hour.

It is recommended that the following **Leave Without Pay** be accepted:

Margaret Castillo, Senior Patron Services Assistant, full-time, Grade 06, Electra Doren Branch Library, effective June 29, 2021 for 24 hours for pre-planned vacation.

Margaret Castillo, Senior Patron Services Assistant, full-time, Grade 06, Electra Doren Branch Library, effective November 22, 2021 for 56 hours for pre-planned vacation.

Brittany Graham, Information Services Assistant, 3/5-time, Grade 08, Miamisburg Branch Library, effective July 3, 2021 for 24 hours for pre-planned vacation.

It is recommended that the following **Promotion** be accepted:

Molly Benson, Acquisition Manager, full-time, Grade S06, Collection Development, Operations Center, from Senior Acquisition Clerk, full-time, Grade 08, Collection Development, Operations Center, effective July 18, 2021 at the rate of \$22.3067 per hour.

It is recommended that the following **Retirement Rescinded** be accepted:

Barry Fought, Accountant, full-time, Grade 11, Finance, Main Library.



DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 21, 2021, 4:00 p.m.

PRESENT: Ronald Jackson, Elaine Johnson, Margot Merz,  
Nolan Thomas, Sara Woodhull

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Chrissy Sanders

CALL TO ORDER

The President called the meeting to order at 4:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

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

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Ms. Merz, the minutes of the Board meeting of June 16, 2021 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Ms. Merz, seconded by Mr. Thomas, 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:

Mike Nemire, Audio-Visual Services Technician, Information Technology Services, Operations Center, and Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, Operations Center to attend “CTS Exam” being held in Moraine, OH. It is further recommended that registration in the amount of \$490.00 each be reimbursed by the Board.

Jeff Reid, Materials Selection Librarian, Collection Development, Operations Center, to participate in “Fundamentals of collection Development and Management” online course being sponsored by Core on June 21, 2021 through July 16, 2021. It is further recommended that the Board reimburse registration in the amount of \$139.00.

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Carol Mitchell, Branch Library Manager, Huber Heights Branch Library, to participate in “New Directors Workshop Series” being sponsored by OLC on July 29, 2021 through August 31, 2021. It is further recommended that registration in the amount of \$190.00 be reimbursed by the Board.

Rachel Bussert, Local History Librarian, Special Collections, Main Library, to participate in “Society of American Archivists Storytelling Workshop” being sponsored by COPA on August 2, 2021. It is further recommended that registration in the amount of \$49.00 be reimbursed by the Board.

Rachel Bussert, Local History Librarian, Special Collections, Main Library, to attend “Society of American Archivists Annual Meeting” being sponsored by SOA on August 4, 2021 through August 6, 2021. It is further recommended that registration in the amount of \$149.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Mikayla Burr, Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective July 18, 2021 at the rate of \$15.18 per hour.

Lauren Day, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective July 18, 2021 at the rate of \$15.18 per hour.

Siara Farrar, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective July 4, 2021 at the rate of \$15.18 per hour.

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Samuel Robinson, Catalog Librarian, Cataloging, Operations Center, effective August 1, 2021 at the rate of \$23.79 per hour.

#### CHANGE IN HOURS, CHANGE IN POSITION, CHANGE IN LOCATION

Christy Trotter, External Relations Content Writer, full-time, Grade 08, External Relations, Operation Center, from Patron Services Assistant, 1/2-time, Grade 05, Trotwood Branch Library, effective July 4, 2021 at the rate of \$17.54 per hour.

#### CHANGE IN LOCATION

Tomas Underwood, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, from Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective August 15, 2021 at the rate of \$21.97 per hour.

#### CHANGE IN TITLE

Phillip Green, Event Operations Assistant, full-time, Grade 08, External Relations, Main Library, from Administrative Assistant for Event Operations, full-time, Grade 08, External Relations, Main Library, effective July 1, 2021 at the rate of \$19.87 per hour.

#### LEAVE WITHOUT PAY

Margaret Castillo, Senior Patron Services Assistant, full-time, Grade 06, Electra Doren Branch Library, effective June 29, 2021 for 24 hours for pre-planned vacation.

Margaret Castillo, Senior Patron Services Assistant, full-time, Grade 06, Electra Doren Branch Library, effective November 22, 2021 for 56 hours for pre-planned vacation.

Brittany Graham, Information Services Assistant, 3/5-time, Grade 08, Miamisburg Branch Library, effective July 3, 2021 for 24 hours for pre-planned vacation.

#### PROMOTION

Molly Benson, Acquisition Manager, full-time, Grade S06, Collection Development, Operations Center, from Senior Acquisition Clerk, full-time, Grade 08, Collection Development, Operations Center, effective July 18, 2021 at the rate of \$22.3067 per hour.

#### RETIREMENT RESCINDED

Barry Fought, Accountant, full-time, Grade 11, Finance, Main Library.

#### TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Amber Cristofaro, Information Services Assistant, Miamisburg Branch Library, in order to attend the Kent State University, School of Library and Information Science.

#### TUITION REIMBURSEMENT

The Board approved reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Molly Benson, Senior Acquisition Clerk, Collection Development, Operations Center, for the course "People in the Information Ecology", Kent State University, 3.0 credit hour, at a cost of \$2211.00.

Ayes: All  
Nays: None

#### COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of the Dayton Metro Library Staff Association addressed the Board. She stated that the union appreciates Jeffrey's efforts to improve open communication and transparency with the staff. She also stated that while things are getting better there is still is need for improvement within the Library as a whole.

LIBRARIES FOR A SMARTER FUTURE BOND REFINANCING

Bob Frantz from Stifel, Nicolaus & Company gave a presentation to the Board about the plan to refinance the remaining bonds for the Libraries for a Smarter Future building project.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for June 2021 were included in the Board folder. Chrissy Sanders, Fiscal Officer, gave a review of the Financials.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b><u>Date</u></b>	<b><u>Source</u></b>	<b><u>Amount</u></b>	<b><u>Use in Operations</u></b>	<b><u>Investment</u></b>	<b><u>Where</u></b>
6/15/2021	PLF	\$2,051,677	\$2,051,677	-	-
6/18/2021	RE Tax Advance	\$234,600	\$234,600	-	-
6/18/2021	RE Tax Advance	\$215,743	-	\$215,743	Debt Service
7/2/2021	RE Tax Advance	\$155,602	\$155,602	-	-
7/2/2021	RE Tax Advance	\$142,330	-	\$142,330	Debt Service
7/9/2021	RE Tax Advance	\$285,272	\$285,272	-	-
7/9/2021	RE Tax Advance	\$260,917	-	\$260,917	Debt Service
7/15/2021	PLF	\$1,894,260	\$1,894,260	-	-
	<b>Total</b>	<b>\$5,240,401</b>	<b>\$4,621,411</b>	<b>\$618,990</b>	

On a motion by Mr. Jackson, seconded by Ms. Merz, the June 2021 Financial Report was approved by the Board.

Ayes: All  
Nays: None

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2022

The Montgomery County Budget Commission has scheduled the 2022 Tax Budget Allocation Meeting for Thursday, August 25, 2021. The meeting includes public hearings from the four libraries in Montgomery County. The Dayton Metro Library intends to participate in the hearing.

In prior years, the Board has passed a resolution in anticipation of the Budget Commission meeting. The Executive Director recommends Board approval of this resolution for consideration by the 2022 County Budget Commission.

On a motion by Ms. Woodhull, seconded by Ms. Merz, 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 Library Boards of all four libraries endorsed the adoption of the agreed to formula commencing with calendar year 2021, and

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

THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library endorses the use of the new Funding Distribution Formula for the allocation of the 2022 Public Library Fund by the Montgomery County Budget Commission.

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

Holly Richards, Collection Development Director, gave the Trustees an overview of the results of the Collection Equity Audit that was performed by Ingram.

Diane Farrell, External Relations and Development Director, gave a presentation about the Undesign the Redline exhibit being hosted by the Main Library in August and September.

#### LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction consultant, gave the Board an update on the current building schedule for completion of projects. West is 76% complete with lots of interior work being done. Burkhardt is 30% complete but there have been some slight delays which have pushed the project back about 30 days. Huber Heights is not in the design development phase.

NORTHMONT BRANCH SINGLE PRIME GENERAL CONTRACTOR PACKAGE

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 Northmont Branch. Four (4) bids were received by the bid due date July 15, 2021.

<u>Bidder</u>	<u>Amount</u>
AKA Construction Inc. Brookville, OH	\$6,443,500
Brumbaugh Construction Inc Arcanum, OH	\$6,793,000
Staffco Construction Inc Fairborn, OH	\$6,942,000
Tuttle Construction Lima, OH	\$6,959,000

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

On a motion by Ms. Merz, seconded by Ms. Woodhull, the Board approval AKA Construction Inc. for the single prime general contractor contract for the Northmont Branch for an amount not to exceed \$6,443,500.

Ayes: All  
Nays: None

NEW BUSINESS

There was no new business brought before the Board.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, August 18, 2021 at 4:00 p.m. in the Community Room at the Main Library.

The Board will be holding a strategic retreat on Saturday, August 28, 2021 at 9:00 a.m. at the Southeast Branch Library, 21 Watervliet Ave, Dayton, OH 45420. (This meeting was later canceled due to the rising COVID numbers).

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.

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

A roll call vote was taken as follows:

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

Ayes: All  
Nays: None

The Board entered Executive Session at 5:24 p.m. and returned to open session at 5:31 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. Woodhull, the Board adjourned at 5:32 p.m.

Ayes: All  
Nays: None



DAYTON METRO LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, August 18, 2021, 4:00 p.m.

PRESENT: Jeanne Holihan, Elaine Johnson, Carl Kennebrew,  
Margot Merz, Nolan Thomas, Sara Woodhull

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

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 Mr. Thomas, seconded by Ms. Merz, the agenda was approved by the Board.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

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 employment of a public employee.

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

A roll call vote was taken as follows:

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

Ms. Merz, Aye  
Mr. Thomas, Aye  
Ms. Woodhull, Aye

Ayes: All  
Nays: None

The Board entered Executive Session at 4:01 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) of the Ohio Revised Code.

On a motion by Ms. Merz, seconded by Ms. Holihan, the board affirmed the following statement:

The Board finds that Jeffrey is making progress on meeting his goals and our expectation. We look forward to his improvement in areas of communication with the Board. A formal mid-year performance evaluation will be conducted in October.

Ayes: All  
Nays: None

#### ADJOURNMENT

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board adjourned at 5:47 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 15, 2021, 4:00 p.m.

1. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

2. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the July 21, 2021 meeting of the Board, and the August 18, 2021 meeting of the Board.

4. CONSENT AGENDA - ACTION

*All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.*

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

C. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Angela Keltner, Special Collections Clerk, Special Collections, Main Library, in order to attend the Kent State University, School of Library and Information Science.

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Holly Litfin, Information Services Assistant, Southeast Branch Library, in order to attend Indiana University-Purdue University, School of Library and Information Science.

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Molly Millsop, Information Services Assistant, Miami Township Branch Library, in order to attend Indiana University-Purdue University, School of Library and Information Science.

D. TUITION REIMBURSEMENT

It is recommended that the Board approve reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Molly Benson, Acquisitions Manger, Collection Development, Operations Center, for the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, for a total of \$4,422.00.

Amber Cristofaro, Information Services Assistant, Miamisburg Branch Library, for the course “Information Organization”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$2,211.00.

Amber Cristofaro, Information Services Assistant, Miamisburg Branch Library, for the course “People in the Information Ecology”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Research and Assessment in Library and Information Science” Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$4,422.00.

Teresa Curtis-Morrow, Children Services Librarian, Northwest Branch Library, for the course “Special Topics LIS: ADV Multimodal Communication Skills”, University of Kentucky, 3.0 credit hours, at a cost of \$2,131.50, and the course “Introduction to Digital Libraries”, University of Kentucky, 3.0 credit hours at a cost of \$2,131.50, for a total of \$4,263.00.

Angela Keltner, Special Collections Clerk, Special Collections, Main Library, for the course “Information Organization” Kent State University, 3.0 credit hours at a cost of \$2,211.00, and the course “Information Institutions and Professions”, 3.0 credit hours at a cost of \$2,211.00, for a total of \$4,422.00.

Holly Litfin, Information Services Assistant, Southeast Branch Library, for the course “Organization and Representation of Knowledge and Information”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,736.20, for a total of \$1,736.20.

Molly Millsop, Information Services Assistant, Miami Township Branch Library, for the course “Methods and Tools for the Information Profession”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,619.60, and the

course "Information Sources and Services" Indiana University-Purdue University, 3.0 credit hours at a cost of \$1,619.60 for a total of \$3,239.20.

E. 2021 OLC CONVENTION AND EXPO

The OLC Convention and Expo will be held in Columbus, OH from October 13-15, 2021. It is recommended that the Board authorize reimbursement in an amount up to \$195.00 for registration, \$81.20 for mileage, \$45.00 for parking, \$430.00 for lodging, and \$120.00 for meals for the following individuals:

- Board members who will attend
- Executive Director
- Staff members who have an elected, program and/or appointed responsibility

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$2,613.60 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, airfare, lodging, ground transportation, and meals, with a maximum per person reimbursement of \$81.20 for mileage, \$45.00 for parking, \$430.00 for lodging costs, and \$120.00 for meals; and a maximum per person reimbursement of \$195.00 for registration costs. It is further recommended that \$2,613.60 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

5. COMMENTS FROM THE GENERAL PUBLIC

- William Davis

**RULES AND PROCEDURE FOR PUBLIC COMMENT**

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.
- 3) Unless approved by the Library's Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.
- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.

- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting's agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

6. GRANT FUNDED PARTNERSHIP - INFORMATION

Jennifer Bonifas from Goodwill Easter Seals will present a grant funded partnership opportunity with the Library.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for July and August 2021 are included in the Board packet.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
7/16/2021	RE Tax Advance	\$863,986	\$650,165	\$213,821	Star Ohio
7/16/2021	RE Tax Advance	\$803,898	-	\$803,898	Debt Service
7/23/2021	RE Tax Advance	\$2,301,571	-	\$2,301,571	Star Ohio
7/23/2021	RE Tax Advance	\$2,114,096	-	\$2,114,096	Debt Service
7/30/2021	RE Tax Advance	\$625,373	\$625,373	-	
7/30/2021	RE Tax Advance	\$567,881	-	\$567,881	Debt Service
8/15/2021	PLF	\$1,384,608	-	\$1,384,608	Star Ohio
Total		\$8,661,413	\$1,275,538	\$7,385,875	

8. 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 - ACTION

It is recommended that the Board adopt the following Resolution:

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, 2022; 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	\$11,678,686	1.75
Bond Fund	\$10,762,724	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.

A **roll call** vote is needed.

9. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

The Executive Director will update the Board on current library programs and services.

10. LIBRARIES FOR A SMARTER FUTURE UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

11. PARCEL TRANSFER OF FORMER BELMONT BRANCH LIBRARY - ACTION

On May 20, 2020, the Board authorized the sale of the former Belmont Branch Library. When completing the transfer of property, the Library was not aware that the building and the parking lot were two sperate parcels. The parcel on which the building is on has been properly transferred to the new owners but the parking lot, which was included in the purchase agreement, still needs authorization to be transferred.

It is recommended that the Board authorize Fiscal Officer Christina Sanders to executed all necessary documents to convey the parcel located at 1045-47 Watervliet Ave, Dayton, OH to Sean and Kristi McCartney as determined in the purchase agreement originally signed in 2020.

12. NEW BUSINESS

13. DAYTON METRO LIBRARY RECORDS COMMISSION MEETING - INFORMATION

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 20, 2021 at 4:00 p.m. in the Community Room at the Main Library. The regular meeting of the Board will follow immediately after the records commission meeting.

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS - INFORMATION

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 20, 2021 at 4:10 p.m. in the Community Room at the Main Library.

15. ADJOURNMENT – ACTION



## CONSENT AGENDA ADDENDUM

### A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to participate in “Discovering Family History in Library Collections” being held virtually on July 27, 2021 through August 10, 2021. It is further recommended that registration in the amount of \$108.00 be reimbursed by the Board.

Kim Bishop, Staff Development Manager, Human Resources, Operations Center, to participate in “Designed with You in Mind: Creating an Inclusive Library” being held virtually on August 4, 2021. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “OLC Youth Services Conference” being held virtually on August 19, 2021. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “What Fundraisers Can Learn from Biz Developers” being held at the Main Library on September 15, 2021. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “Art & Science of Fundraising” being held in Dayton, OH on October 7, 2021. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, Diane Farrell, External Relations and Development Director, External Relations, Main Library, Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, and Jayne Klose, Community Relations Manager, Executive Administration, Main Library, to attend “Leadership Dayton Annual Conference” being held in Dayton, OH on October 20, 2021. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to attend “Leadership Dayton Annual Conference” being held in Dayton, OH on October 20, 2021. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

### B. PERSONNEL ACTIONS

It is recommended that the following Appointments be accepted:

Geneva Blackmer, Technical Services Clerk, full-time, Grade 04, Cataloging, Operations Center, effective August 23, 2021 at the rate of \$14.53 per hour.

Alyssa Childs, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective September 12, 2021 at the rate of \$23.79 per hour.

Nathan Forsha, Information Services Assistant, full-time, Grade 08, Wilmington-Stroop Branch Library, effective August 15, 2021 at the rate of \$17.54 per hour.

Danni Grotlla, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective August 1, 2021 at the rate of \$15.18 per hour.

Melissa Gwinn, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, effective August 1, 2021 at the rate of \$32.6923 per hour.

Deneka LeMaster, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective August 15, 2021 at the rate of \$13.00 per hour.

Nathan LeVasseur, Web Developer, full-time, Grade 12, Information Technology Services, Operations Center, effective August 29, 2021 at the rate of \$22.64 per hour.

Blanca Lopez, Information Services Assistant, substitute, Grade Sub08, Wilmington-Stroop Branch Library, effective August 15, 2021 at the rate of \$13.00 per hour.

Karlos Marshall, Equity, Diversity and Inclusion Director, full-time, Grade S11, Executive Administration, Main Library, effective August 29, 2021 at the rate of \$45.6731 per hour.

Laura McIntosh, Patron Services Assistant, full-time, Grade 05, Northmont Branch Library, effective August 15, 2021 at the rate of \$15.18 per hour.

Remy Muneza, Accountant, full-time, Grade 11, Finance, Main Library, effective August 15, 2021 at the rate of \$23.50 per hour.

Ryann Pope, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective September 12, 2021 at the rate of \$13.00 per hour.

Zuheily Rodriguez Roman, Accountant, full-time, Grade 11, Finance, Main Library, effective August 15, 2021 at the rate of \$23.50 per hour.

Benjamin Steingrass, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective August 15, 2021 at the rate \$17.54 per hour.

Aubrey Weaver, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective August 15, 2021 at the rate of \$17.54 per hour.

It is recommended that the following **Change in Hours and Location** be accepted:

Robyn Williamson, Patron Services Assistant, 3/5-time, Grade 05, Brookville Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective August 15, 2021 at the rate of \$17.42 per hour.

It is recommended that the following **Change in Hours and Position** be accepted:

Giselle Spurgeon, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Librarian, substitute, Grade Sub08, Kettering-Moraine Branch Library, effective August 1, 2021 at the rate of \$17.54 per hour.

It is recommended that the following **Change in Location** be accepted:

Hannah Imes, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective August 29, 2021 at the rate of \$17.72 per hour.

Benjamin Thornber, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Burkhardt Branch Library, effective August 29, 2021 at the rate of \$11.24 per hour.

It is recommended that the following **Change in Location, Position, and Grade** be accepted:

Sandra George, Patron Services Assistant, full-time, Grade 05, Miamisburg Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, West Carrollton Branch Library, effective August 15, 2021 at the rate of \$22.64 per hour.

Steve Moser, Teen Services Librarian, full-time, Grade 11, Trotwood Branch Library, from Teen Services Coordinator, full-time, Grade 12, Youth Services, Operations Center, effective August 15, 2021 at the rate of \$28.74 per hour.

It is recommended that the following **Change in Position** be accepted:

Kristina Richey, Information Services Librarian (LGBTQIA+ Emphasis), full-time, Grade 11, Information Services, Main Library, from Information Services Librarian (Technology Emphasis), full-time, Grade 11, Information Services, Main Library, effective August 29, 2021 at the rate of \$26.16 per hour.

It is recommended that the following **Change in Title, Hay Reclassification** be accepted:

Heather McClure, Safety and Protective Services Manager, full-time, Grade S09, Safety and Protective Services, Operations Center, from Security Manager, full-time, Grade S08, Safety and Protective Services, Operations Center, effective August 15, 2021 at the rate of \$33.3961 per hour.

It is recommended that the following **Change in Title** be accepted:

Michael Pendleton, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, Operations Center, from Security Assistant, full-time, Grade CE4, Safety and Protective Services, Operations Center, effective September 1, 2021 at the rate of \$19.75 per hour.

It is recommended that the following **Leave Without Pay** be accepted:

Siara Farrar, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective July 31, 2021 for 3.48 hours for medical reasons.

Siara Farrar, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective August 10, 2021 for 0.5 hours for timeclock error.

Kimber Fox, Main Library Manager, full-time, Grade S10, Public Services Administration, Main Library, effective July 12, 2021 for 48.88 hours for medical reasons.

John Justice, Patron Services Assistant, 4/5-time, Grade 04, Patron Services, Main Library, effective March 3, 2021 for 431.13 hours for medical reasons.

Brea McQueen, Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, effective September 13, 2021 for 40 hours for vacation.

Aubrey Weaver, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective September 16, 2021 for 72 hours for vacation.

It is recommended that the following **Promotion** be accepted:

Phillip Dunlevy, Maintenance Manager, full-time, Grade S07, Facilities, Operations Center, from Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective August 15, 2021 at the rate of \$24.6476 per hour.

Carissa Smith, Technical Services Clerk, full-time, Grade 04, Cataloging, Operations Center, from Processor, full-time, Grade 02, Cataloging, Operations Center, effective August 15, 2021 at the rate of \$15.17 per hour.

It is recommended that the following **Rehire as Substitute** be accepted:

LaSasha Dixon, Information Services Assistant, substitute, Grade Sub08, Trotwood Branch Library, effective August 15, 2021 at the rate of \$13.68 per hour.

Honee Bee Edmonds, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective September 12, 2021 at the rate of \$15.11 per hour.

It is recommended that the following **Resignation** be accepted:

Kimberly Bishop, Staff Development Manager, full-time, Grade S07, Human Resources, Operations Center, effective October 9, 2021.

Cynthia Carpenter, Information Services Assistant, substitute, Grade Sub08, New Lebanon Branch Library, effective August 7, 2021.

LaSasha Dixon, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective August 14, 2021.

Emma Haney, Information Services Assistant, substitute, Grade Sub08, West Carrollton Branch Library, effective January 29, 2021.

Arianne Ketchen, Accounting Clerk, substitute, Grade Sub05, Finance, Main Library, effective February 27, 2021.

Brea McQueen, Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, effective September 11, 2021.

Sarah Mellon, Senior Patron Services Assistant, full-time, 06, Burkhardt Branch Library, effective July 27, 2021.

Austin Smith, Information Services Assistant, full-time, Grade 08, West Carrollton, effective July 22, 2021.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 15, 2021, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, Elaine Johnson,  
Carl Kennebrew, Nolan Thomas

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Chrissy Sanders

CALL TO ORDER

The President called the meeting to order at 4:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

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

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Jackson, seconded by Mr. Kennebrew, the minutes of the Board meeting of July 21, 2021 and the minutes of the Board meeting of August 18, 2021 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Thomas, seconded by Mr. Jackson, the following items from the Consent Agenda were approved by the Board:

## WORKSHOP HOURS

The Board authorized the attendance of the following staff members at the workshop/conference indicated below:

Lori Rotterman, Information Services Assistant, Special Collections, Main Library, to participate in “Discovering Family History in Library Collections” being held virtually on July 27, 2021 through August 10, 2021. It is further recommended that registration in the amount of \$108.00 be reimbursed by the Board.

Kim Bishop, Staff Development Manager, Human Resources, Operations Center, to participate in “Designed with You in Mind: Creating an Inclusive Library” being held virtually on August 4, 2021. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in “OLC Youth Services Conference” being held virtually on August 19, 2021. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “What Fundraisers Can Learn from Biz Developers” being held at the Main Library on September 15, 2021. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, to attend “Art & Science of Fundraising” being held in Dayton, OH on October 7, 2021. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Megan Cooper, Development Manager, External Relations, Main Library, Diane Farrell, External Relations and Development Director, External Relations, Main Library, Rachel Gut, Deputy Executive Director, Executive Administration, Main Library, and Jayne Klose, Community Relations Manager, Executive Administration, Main Library, to attend “Leadership Dayton Annual Conference” being held in Dayton, OH on October 20, 2021. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Sharon Taste, Branch Library Manager, Northwest Branch Library, to attend “Leadership Dayton Annual Conference” being held in Dayton, OH on October 20, 2021. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

## APPOINTMENT

Geneva Blackmer, Technical Services Clerk, full-time, Grade 04, Cataloging, Operations Center, effective August 23, 2021 at the rate of \$14.53 per hour.

Alyssa Childs, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective September 12, 2021 at the rate of \$23.79 per hour.

Nathan Forsha, Information Services Assistant, full-time, Grade 08, Wilmington-Stroop Branch Library, effective August 15, 2021 at the rate of \$17.54 per hour.

Danni Grotzla, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective August 1, 2021 at the rate of \$15.18 per hour.

Melissa Gwinn, Branch Library Manager, full-time, Grade S09, Northmont Branch Library, effective August 1, 2021 at the rate of \$32.6923 per hour.

Deneka LeMaster, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective August 15, 2021 at the rate of \$13.00 per hour.

Nathan LeVasseur, Web Developer, full-time, Grade 12, Information Technology Services, Operations Center, effective August 29, 2021 at the rate of \$22.64 per hour.

Blanca Lopez, Information Services Assistant, substitute, Grade Sub08, Wilmington-Stroop Branch Library, effective August 15, 2021 at the rate of \$13.00 per hour.

Karlos Marshall, Equity, Diversity and Inclusion Director, full-time, Grade S11, Executive Administration, Main Library, effective August 29, 2021 at the rate of \$45.6731 per hour.

Laura McIntosh, Patron Services Assistant, full-time, Grade 05, Northmont Branch Library, effective August 15, 2021 at the rate of \$15.18 per hour.

Remy Muneza, Accountant, full-time, Grade 11, Finance, Main Library, effective August 15, 2021 at the rate of \$23.50 per hour.

Ryann Pope, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective September 12, 2021 at the rate of \$13.00 per hour.

Zuheily Rodriguez Roman, Accountant, full-time, Grade 11, Finance, Main Library, effective August 15, 2021 at the rate of \$23.50 per hour.



Benjamin Steingrass, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective August 15, 2021 at the rate \$17.54 per hour.

Aubrey Weaver, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective August 15, 2021 at the rate of \$17.54 per hour.

CHANGE IN HOURS, CHANGE IN LOCATION

Robyn Williamson, Patron Services Assistant, 3/5-time, Grade 05, Brookville Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective August 15, 2021 at the rate of \$17.42 per hour.

CHANGE IN HOURS, CHANGE IN POSITION

Giselle Spurgeon, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Librarian, substitute, Grade Sub08, Kettering-Moraine Branch Library, effective August 1, 2021 at the rate of \$17.54 per hour.

CHANGE IN LOCATION

Hannah Imes, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective August 29, 2021 at the rate of \$17.72 per hour.

Benjamin Thornber, Patron Services Assistant, substitute, Grade Sub05, Miamisburg Branch Library, from Patron Services Assistant, substitute, Grade Sub05, Burkhardt Branch Library, effective August 29, 2021 at the rate of \$11.24 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION, CHANGE IN GRADE

Sandra George, Patron Services Assistant, full-time, Grade 05, Miamisburg Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, West Carrollton Branch Library, effective August 15, 2021 at the rate of \$22.64 per hour.

Steve Moser, Teen Services Librarian, full-time, Grade 11, Trotwood Branch Library, from Teen Services Coordinator, full-time, Grade 12, Youth Services, Operations Center, effective August 15, 2021 at the rate of \$28.74 per hour.

CHANGE IN POSITION

Kristina Richey, Information Services Librarian (LGBTQIA+ Emphasis), full-time, Grade 11, Information Services, Main Library, from Information Services Librarian (Technology Emphasis), full-time,

Grade 11, Information Services, Main Library, effective August 29, 2021 at the rate of \$26.16 per hour.

CHANGE IN TITLE

Michael Pendleton, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, Operations Center, from Security Assistant, full-time, Grade CE4, Safety and Protective Services, Operations Center, effective September 1, 2021 at the rate of \$19.75 per hour.

CHANGE IN TITLE, HAY RECLASSIFICATION

Heather McClure, Safety and Protective Services Manager, full-time, Grade S09, Safety and Protective Services, Operations Center, from Security Manager, full-time, Grade S08, Safety and Protective Services, Operations Center, effective August 15, 2021 at the rate of \$33.3961 per hour.

LEAVE WITHOUT PAY

Siara Farrar, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective July 31, 2021 for 3.48 hours for medical reasons.

Siara Farrar, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective August 10, 2021 for 0.5 hours for timeclock error.

Kimber Fox, Main Library Manager, full-time, Grade S10, Public Services Administration, Main Library, effective July 12, 2021 for 48.88 hours for medical reasons.

John Justice, Patron Services Assistant, 4/5-time, Grade 04, Patron Services, Main Library, effective March 3, 2021 for 431.13 hours for medical reasons.

Brea McQueen, Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, effective September 13, 2021 for 40 hours for vacation.

Aubrey Weaver, Information Services Assistant, full-time, Grade 08, Information Services, Main Library, effective September 16, 2021 for 72 hours for vacation.

PROMOTION

Phillip Dunlevy, Maintenance Manager, full-time, Grade S07, Facilities, Operations Center, from Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective August 15, 2021 at the rate of \$24.6476 per hour.

Carissa Smith, Technical Services Clerk, full-time, Grade 04, Cataloging, Operations Center, from Processor, full-time, Grade 02, Cataloging, Operations Center, effective August 15, 2021 at the rate of \$15.17 per hour.

#### REHIRE AS SUBSTITUTE

LaSasha Dixon, Information Services Assistant, substitute, Grade Sub08, Trotwood Branch Library, effective August 15, 2021 at the rate of \$13.68 per hour.

Honee Bee Edmonds, Information Services Assistant, substitute, Grade Sub08, Northwest Branch Library, effective September 12, 2021 at the rate of \$15.11 per hour.

#### RESIGNATION

Kimberly Bishop, Staff Development Manager, full-time, Grade S07, Human Resources, Operations Center, effective October 9, 2021.

Cynthia Carpenter, Information Services Assistant, substitute, Grade Sub08, New Lebanon Branch Library, effective August 7, 2021.

LaSasha Dixon, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective August 14, 2021.

Emma Haney, Information Services Assistant, substitute, Grade Sub08, West Carrollton Branch Library, effective January 29, 2021.

Arianne Ketchen, Accounting Clerk, substitute, Grade Sub05, Finance, Main Library, effective February 27, 2021.

Brea McQueen, Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, effective September 11, 2021.

Sarah Mellon, Senior Patron Services Assistant, full-time, 06, Burkhardt Branch Library, effective July 27, 2021.

Austin Smith, Information Services Assistant, full-time, Grade 08, West Carrollton, effective July 22, 2021.

#### TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Angela Keltner, Special Collections Clerk, Special Collections, Main Library, in order to attend the Kent State University, School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement between the Board and Holly Litfin, Information Services Assistant, Southeast Branch Library, in order to attend Indiana University-Purdue University, School of Library and Information Science.

The Board approved the Tuition Reimbursement Agreement between the Board and Molly Millsop, Information Services Assistant, Miami Township Branch Library, in order to attend Indiana University-Purdue University, School of Library and Information Science.

### TUITION REIMBURSEMENT

The Board approved reimbursement for the following individuals for the course indicated once it has been successfully completed, and as funds are available, as defined in the Tuition Reimbursement Agreement:

Molly Benson, Acquisitions Manger, Collection Development, Operations Center, for the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours at a cost of \$2,211.00, for a total of \$4,422.00.

Amber Cristofaro, Information Services Assistant, Miamisburg Branch Library, for the course “Information Organization”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, for a total of \$2,211.00.

Amber Cristofaro, Information Services Assistant, Miamisburg Branch Library, for the course “People in the Information Ecology”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Research and Assessment in Library and Information Science” Kent State University, 3.0 credit hours at a cost of \$2,211.00 for a total of \$4,422.00.

Teresa Curtis-Morrow, Children Services Librarian, Northwest Branch Library, for the course “Special Topics LIS: ADV Multimodal Communication Skills”, University of Kentucky, 3.0 credit hours, at a cost of \$2,131.50, and the course “Introduction to Digital Libraries”, University of Kentucky, 3.0 credit hours at a cost of \$2,131.50, for a total of \$4,263.00.

Angela Keltner, Special Collections Clerk, Special Collections, Main Library, for the course “Information Organization” Kent State University, 3.0 credit hours at a cost of \$2,211.00, and the course “Information Institutions and Professions”, 3.0 credit hours at a cost of \$2,211.00, for a total of \$4,422.00.

Holly Litfin, Information Services Assistant, Southeast Branch Library, for the course “Organization and Representation of Knowledge and Information”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,736.20, for a total of \$1,736.20.

Molly Millsop, Information Services Assistant, Miami Township Branch Library, for the course “Methods and Tools for the Information Profession”, Indiana University-Purdue University, 3.0 credit hours, at a cost of \$1,619.60, and the course “Information Sources and Services” Indiana University-Purdue University, 3.0 credit hours at a cost of \$1,619.60 for a total of \$3,239.20.

### 2021 OLC CONVENTION AND EXPO

The OLC Convention and Expo will be held in Columbus, OH from October 13-15, 2021. The Board authorized reimbursement in an amount up to \$195.00 for registration, \$81.20

for mileage, \$45.00 for parking, \$430.00 for lodging, and \$120.00 for meals for the following individuals:

- Board members who will attend
- Executive Director
- Staff members who have an elected, program and/or appointed responsibility

It is further recommended that in accordance with Article 47 of the Labor Agreement between the Board and Dayton Metro Library Staff Association, \$2,613.60 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, airfare, lodging, ground transportation, and meals, with a maximum per person reimbursement of \$81.20 for mileage, \$45.00 for parking, \$430.00 for lodging costs, and \$120.00 for meals; and a maximum per person reimbursement of \$195.00 for registration costs. It is further recommended that \$2,613.60 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

Ayes: All  
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

GRANT FUNDED PARTNERSHIP

Jennifer Bonifas from Goodwill Easter Seals gave presentation for a grant funded partnership opportunity with the Library. This pilot program will embed two full-time Peer Recovery Supporters at two DML locations and a licensed Behavioral Health Counselor would spend 4 hours per week at each location.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July and August 2021 were included in the Board folder. Chrissy Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b>Date</b>	<b>Source</b>	<b>Amount</b>	<b>Use in Operations</b>	<b>Investment</b>	<b>Where</b>
7/16/2021	RE Tax Advance	\$863,986	\$650,165	\$213,821	Star Ohio
7/16/2021	RE Tax Advance	\$803,898	-	\$803,898	Debt Service
7/23/2021	RE Tax Advance	\$2,301,571	-	\$2,301,571	Star Ohio
7/23/2021	RE Tax Advance	\$2,114,096	-	\$2,114,096	Debt Service
7/30/2021	RE Tax Advance	\$625,373	\$625,373	-	
7/30/2021	RE Tax Advance	\$567,881	-	\$567,881	Debt Service
8/15/2021	PLF	\$1,384,608	-	\$1,384,608	Star Ohio
<b>Total</b>		<b>\$8,661,413</b>	<b>\$1,275,538</b>	<b>\$7,385,875</b>	

On a motion by Mr. Kennebrew, seconded by Mr. Thomas, the July and August 2021 Financial Report 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 roll 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, 2022; 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>	<u>Amount To Be Derived From Levies Outside 10 M. Limitation</u>	<u>County Auditor's Estimate of Tax Rate To Be Levied</u>
General Fund	\$11,678,686	1.75
Bond Fund	\$10,762,724	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. Jackson, seconded by Mr. Kennebrew, the Board adopted the resolution.

A roll call vote was taken as follows:

Ms. Holihan, Aye  
Mr. Jackson, Aye  
Ms. Johnson, Aye  
Mr. Kennebrew, Aye  
Mr. Thomas, Aye

Ayes: All  
Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave the Trustees an update on current library programs and services as well as partnerships he has been developing in the community.

Josh Ashworth, Information Technology Services Director, gave a presentation on steps the Library has taken to increase cybersecurity.

#### LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction consultant, gave the Board an update on the current building schedule for completion of projects. West is 86% complete. Burkhardt is 40% complete with the roof and exterior wall up. Northmont had its groundbreaking and it is about 5% complete.

#### PARCEL TRANSFER OF FORMER BELMONT BRANCH LIBRARY

On May 20, 2020, the Board authorized the sale of the former Belmont Branch Library. When completing the transfer of property, the Library was not aware that the building and the parking lot were two separate parcels. The parcel on which the building is on has been properly transferred to the new owners but the parking lot, which was included in the purchase agreement, still needs authorization to be transferred.

On a motion by Mr. Thomas, seconded by Mr. Kennebrew, the Board authorized Fiscal Officer Christina Sanders to execute all necessary documents to convey the parcel located at 1045-47 Watervliet Ave, Dayton, OH to Sean and Kristi McCartney as determined in the purchase agreement originally signed in 2020.

Ayes: All  
Nays: None

#### NEW BUSINESS

The President announced that she had appointed Margot Merz to head the nominating committee for 2022 officers.

She also announced that Tim Kambitsch, former Executive Director, will be receiving the 2021 Hall of Fame Librarian Award at the OLC Convention in October.

#### DAYTON METRO LIBRARY RECORDS COMMISSION MEETING

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 20, 2021 at 4:00 p.m. in the Community Room at the Main Library. The regular meeting of the Board will follow immediately after the records commission meeting.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 20, 2021 at 4:10 p.m. in the Community Room at the Main Library.

#### ADJOURNMENT

On a motion by Ms. Holihan, seconded by Mr. Thomas, the Board adjourned at 5:26 p.m.

Ayes: All  
Nays: None



DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 20, 2021, 4:10 p.m.

1. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

2. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the September 15, 2021 meeting of the Board.

4. CONSENT AGENDA - ACTION

*All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.*

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

5. COMMENTS FROM THE GENERAL PUBLIC

**RULES AND PROCEDURE FOR PUBLIC COMMENT**

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.

- 3) Unless approved by the Library’s Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.
- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting’s agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for September 2021 is included in the Board Packet.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<b>Date</b>	<b>Source</b>	<b>Amount</b>	<b>Use in Operations</b>	<b>Investment</b>	<b>Where</b>
9/10/2021	RE Tax Advance	\$994,874	\$523,903	\$470,970	Debt Service
9/15/2021	PLF	\$1,639,657	\$1,639,657	-	
9/24/2021	RE Tax Advance	\$3,938	\$1,922	\$2,016	Debt Service
Total		\$2,638,468	\$2,165,482	\$472,986	

7. INTELLIGENT BUILDING MANAGEMENT – ACTION

Ryan Hoffman from Heapy Engineering will give a presentation to the Board on the proposed Intelligent Building Management system.

Heapy Engineering is the engineering designer of record of mechanical and electrical designs for most of Dayton Metro Library’s constructions projects. In alignment with Dayton Metro Library’s commitment to sustainability, performance, and energy conservation, Heapy is proposing the installation and management of a state-of-the-art Intelligent Building Management hardware and software system. This energy analytics system will leverage the full extent of the capabilities of the Library buildings, and ensuring their performance is at or beyond how they were designed and constructed to operate while

providing projected energy cost savings of a substantial amount. Additionally, this system guards against premature and unexpected equipment failure through near real-time monitoring of mechanical equipment operation.

It is recommended that the Board approve the agreement with Heapy Engineering to implement and maintain the Intelligent Building Management system for an amount not to exceed \$235,263 over a 5-year period.

8. LIBRARIES FOR A SMARTER FUTURE UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

9. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

The Executive Director will update the Board on current library programs and services.

- Friends of the Library Update – Amanda Arrington
- A Novel Night – Diane Farrell
- Juneteenth

10. 2022 HEALTH DENTAL AND VISION INSURANCE – ACTION

The Executive Director recommends the following for group health, dental, and vision insurance, for plan year 2022:

- Renew group health insurance with Anthem with no change in benefit coverage or plan design, and 5.5% decrease 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 a 2% decrease 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	\$659.73	-5.5%
Family	\$1458.01	-5.5%

Plan	HRA Rate	% change
Single	\$710.76	-5.5%
Family	\$1570.79	-5.5%

Plan	Dental Rate	% change
Single	\$23.66	-2%
Family	\$99.10	-2%

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

11. NEW BUSINESS

12. DAYTON METRO LIBRARY BOARD OF TRUSTEES 2022 MEETINGS - ACTION

Each year the Board establishes the schedule of regular general meetings for the coming year. The Board of Trustees bylaws dictates that the meeting be held the third Wednesday of each month. It is recommended the following dates be approved with the January meeting scheduled for the fourth Wednesday to allow for the Finance office to close the prior year's finances, and no meeting scheduled in August:

January 26, 2022	July 20, 2020
February 16, 2022	August – no meeting
March 16, 2022	September 21, 2022
April 20, 2022	October 19, 2022
May 18, 2022	November 16, 2022
June 15, 2022	December 21, 2022

13. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 17, 2021 at 4:00 p.m. in the Community Room at the Main Library.

14. EXECUTIVE SESSION

It is 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 appointment of a public employee.

A **roll call vote** will be needed.

15. ADJOURNMENT – ACTION

## CONSENT AGENDA ADDENDUM

### A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Megan Cooper, Development Manager, External Relations, Main Library, and Jeffrey Trzeciak, Executive Director, Executive Administration, Main Library, to attend “2021 Impact Ohio Dayton Regional Conference” being held at the University of Dayton on October 22, 2021. It is further recommended that registration in the amount of \$85.00 each be reimbursed by the Board.

Amanda Arrington, Volunteer Services Manager, Public Services Administration, Main Library, to participate in “2021 Virtual Ohio Conference on Services & Volunteering” being sponsored by ServeOhio on October 27, 2021 through October 28, 2021. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Steve Moser, Teen Services Librarian, Trotwood Branch Library, to attend “YALSA Symposium/T3 Project Wrap-Up Meeting” being held in Reno, NV on November 3, 2021 through November 7, 2021. It is further recommended that registration in the amount of \$199.00, lodging in an amount not to exceed \$336.00, and meals in an amount not to exceed \$120.00 be reimbursed by the Board.

### B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Karen Brame, Information Services Librarian (Africana Archives Emphasis), full-time, Grade 11, Special Collections, Main Library, effective October 24, 2021 at the rate of \$23.79 per hour.

Nawal Hijazi, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective September 26, 2021 at the rate of \$17.54 per hour.

Bradley Kuykendall, Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, effective October 10, 2021 at the rate of \$26.4423 per hour.

Susan Litke, Information Services Assistant, substitute, Grade Sub08, Kettering-Moraine Branch Library, effective September 12, 2021 at the rate of \$13.00 per hour.

Matthew Mckinley, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective October 10, 2021 at the rate of \$17.54 per hour.

Danielle Oh, Senior Patron Services Assistant, full-time, Grade 06, West Carrollton Branch Library, effective October 24, 2021 at the rate of \$15.84 per hour.

Jeanette Taylor, Patron Services Assistant, substitute, Grade Sub05, Trotwood Branch Library, effective October 10, 2021 at the rate of \$11.24 per hour.

It is recommended that the following **Change in Position** be accepted:

Emma Wade, Information Services Assistant, substitute, Grade Sub08, Miamisburg Branch Library, from Library Aide, Miamisburg Branch Library, effective September 26, 2021 at the rate of \$13.00 per hour.

It is recommended that the following **Change in Title** be accepted:

Matthew Kish, Collection Development Librarian, full-time, Grade 12, Collection Development, Operations Center, from Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective September 12, 2021 at the rate of \$31.16 per hour.

Benjamin Murphy, Collection Development Librarian, full-time, Grade 12, Collection Development, Operations Center, from Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective September 12, 2021 at the rate of \$29.54 per hour.

Jeff Reid, Collection Development Librarian, full-time, Grade 12, Collection Development, Operations Center, from Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective September 12, 2021 at the rate of \$29.17 per hour.

Erin Wen, Collection Development Librarian, full-time, Grade 12, Collection Development, Operations Center, from Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective September 12, 2021 at the rate of \$28.42 per hour.

It is recommended that the following **Hay Reclassification** be accepted:

Julie Buchanan, Programming Manager, full-time, Grade S08, Youth Services, Operations Center, from Programming Manager, full-time, Grade S07, Youth Services, Operations Center, effective September 12, 2021 at the rate of \$30.6285 per hour.

It is recommended that the following **Leave Without Pay** be accepted:

Jennifer McConkey, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective September 10, 2021 for 22.22 hours for medical reasons.

Jennifer McConkey, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective September 10, 2021 for 8 hours for vacation.

It is recommended that the following **Promotion** be accepted:

Laura Chamberlain, Teen Services Coordinator, full-time, Grade 12, Youth Services, Operations Center, from Teen Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective October 10, 2021 at the rate of \$25.99 per hour.

Tanela Hicks, Information Services Librarian, full-time, Grade 11, Trotwood Branch Library, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective September 26, 2021 at the rate of \$23.79 per hour.

Cynthia Woodruff, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective October 10, 2021 at the rate of \$18.14 per hour.

It is recommended that the following **Promotion, Change in Location** be accepted:

Jacobee Buchanan, Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, from Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, effective October 10, 2021 at the rate of \$16.76 per hour.

It is recommended that the following **Rehire as Substitute** be accepted:

Elaine Fultz, Information Services Assistant, substitute, Grade Sub08, West Carrollton Branch Library, effective September 12, 2021 at the rate of \$13.00 per hour.

Michael Smith, Information Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, effective October 10, 2021 at the rate of \$17.42 per hour.

It is recommended that the following **Resignation** be accepted:

Sally Athmer, Information Services Assistant, 3/5-time, Grade 08, Southeast Branch Library, effective October 15, 2021.

Geneva Blackmer, Technical Services Clerk, full-time, Grade 04, Cataloging, Operations Center, effective September 24, 2021.

Julie Davis, Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective October 15, 2021.

Sherry Parsons, Children Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective October 29, 2021.

Robert Rinehart, Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, effective October 9, 2021.

It is recommended that the following **Retirement** be accepted:

Michael Naylor, Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective November 30, 2021 after more than 10 years of service.

Kay Trochelman, Senior Accounting Clerk, full-time, Grade 08, Finance, Main Library, effective October 1, 2021, after more than 31 years of service.

It is recommended that the following **Separation** be accepted:

Cynthia Chibis, Human Resources Director, full-time, Grade S10, Human Resources, Main Library, effective September 24, 2021.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 20, 2021, 4:04 p.m.

PRESENT: Jeanne Holihan (In at 4:26), Elaine Johnson (Out at 4:31),  
Margot Merz, Nolan Thomas, Sara Woodhull

PRESIDING: Elaine Johnson, President & Jeanne Holihan, Vice President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Chrissy Sanders

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 Mr. Thomas, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Thomas, seconded by Ms. Merz, the minutes of the Board meeting of September 15, 2021 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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



## WORKSHOP HOURS

Megan Cooper, Development Manager, External Relations, Main Library, and Jeffrey Trzeciak, Executive Director, Executive Administration, Main Library, to attend “2021 Impact Ohio Dayton Regional Conference” being held at the University of Dayton on October 22, 2021. It is further recommended that registration in the amount of \$85.00 each be reimbursed by the Board.

Amanda Arrington, Volunteer Services Manager, Public Services Administration, Main Library, to participate in “2021 Virtual Ohio Conference on Services & Volunteering” being sponsored by ServeOhio on October 27, 2021 through October 28, 2021. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Steve Moser, Teen Services Librarian, Trotwood Branch Library, to attend “YALSA Symposium/T3 Project Wrap-Up Meeting” being held in Reno, NV on November 3, 2021 through November 7, 2021. It is further recommended that registration in the amount of \$199.00, lodging in an amount not to exceed \$336.00, 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

Karen Brame, Information Services Librarian (Africana Archives Emphasis), full-time, Grade 11, Special Collections, Main Library, effective October 24, 2021 at the rate of \$23.79 per hour.

Nawal Hijazi, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective September 26, 2021 at the rate of \$17.54 per hour.

Bradley Kuykendall, Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, effective October 10, 2021 at the rate of \$26.4423 per hour.

Susan Litke, Information Services Assistant, substitute, Grade Sub08, Kettering-Moraine Branch Library, effective September 12, 2021 at the rate of \$13.00 per hour.

Matthew Mckinley, Information Services Assistant, full-time, Grade 08, Burkhardt Branch Library, effective October 10, 2021 at the rate of \$17.54 per hour.

Danielle Oh, Senior Patron Services Assistant, full-time, Grade 06, West Carrollton Branch Library, effective October 24, 2021 at the rate of \$15.84 per hour.

Jeanette Taylor, Patron Services Assistant, substitute, Grade Sub05, Trotwood Branch Library, effective October 10, 2021 at the rate of \$11.24 per hour.

### CHANGE IN POSITION

Emma Wade, Information Services Assistant, substitute, Grade Sub08, Miamisburg Branch Library, from Library Aide, Miamisburg Branch Library, effective September 26, 2021 at the rate of \$13.00 per hour.

### CHANGE IN TITLE

Matthew Kish, Collection Development Librarian, full-time, Grade 12, Collection Development, Operations Center, from Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective September 12, 2021 at the rate of \$31.16 per hour.

Benjamin Murphy, Collection Development Librarian, full-time, Grade 12, Collection Development, Operations Center, from Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective September 12, 2021 at the rate of \$29.54 per hour.

Jeff Reid, Collection Development Librarian, full-time, Grade 12, Collection Development, Operations Center, from Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective September 12, 2021 at the rate of \$29.17 per hour.

Erin Wen, Collection Development Librarian, full-time, Grade 12, Collection Development, Operations Center, from Materials Selection Librarian, full-time, Grade 12, Collection Development, Operations Center, effective September 12, 2021 at the rate of \$28.42 per hour.

### HAY RECLASSIFICATION

Julie Buchanan, Programming Manager, full-time, Grade S08, Youth Services, Operations Center, from Programming Manager, full-time, Grade S07, Youth Services, Operations Center, effective September 12, 2021 at the rate of \$30.6285 per hour.

### LEAVE WITHOUT PAY

Jennifer McConkey, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective September 10, 2021 for 22.22 hours for medical reasons.

Jennifer McConkey, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective November 27, 2021 for 8 hours for vacation.

### PROMOTION

Laura Chamberlain, Teen Services Coordinator, full-time, Grade 12, Youth Services, Operations Center, from Teen Services Librarian, full-time, Grade 11, Main Youth Services, Main Library, effective October 10, 2021 at the rate of \$25.99 per hour.

Tanela Hicks, Information Services Librarian, full-time, Grade 11, Trotwood Branch Library, from Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, effective September 26, 2021 at the rate of \$23.79 per hour.

Cynthia Woodruff, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Senior Patron Services Assistant, full-time, Grade 06, Trotwood Branch Library, effective October 10, 2021 at the rate of \$18.14 per hour.

#### PROMOTION, CHANGE IN LOCATION

Jacobee Buchanan, Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, from Patron Services Assistant, full-time, Grade 05, Westwood Branch Library, effective October 10, 2021 at the rate of \$16.76 per hour.

#### REHIRE AS SUBSTITUTE

Elaine Fultz, Information Services Assistant, substitute, Grade Sub08, West Carrollton Branch Library, effective September 12, 2021 at the rate of \$13.00 per hour.

Michael Smith, Information Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, effective October 10, 2021 at the rate of \$17.42 per hour.

#### RESIGNATION

Sally Athmer, Information Services Assistant, 3/5-time, Grade 08, Southeast Branch Library, effective October 15, 2021.

Geneva Blackmer, Technical Services Clerk, full-time, Grade 04, Cataloging, Operations Center, effective September 24, 2021.

Julie Davis, Patron Services Assistant, 3/5-time, Grade 05, West Carrollton Branch Library, effective October 15, 2021.

Sherry Parsons, Children Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective October 29, 2021.

Robert Rinehart, Systems Technician, full-time, Grade 08, Information Technology Services, Operations Center, effective October 9, 2021.

#### RETIREMENT

Michael Naylor, Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective November 30, 2021 after more than 10 years of service.

Kay Trochelman, Senior Accounting Clerk, full-time, Grade 08, Finance, Main Library, effective October 1, 2021, after more than 31 years of service.

SEPERATION

Cynthia Chibis, Human Resources Director, full-time, Grade S10, Human Resources, Main Library, effective September 24, 2021.

Ayes: All  
Nays: None

NEW BUSINESS

Ms. Johnson announced that she has been working with the Foundation to create an MOU between the Foundation Directors and the Fiduciary Trustees and hopes to have it for Board approval in November.

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Report for September 2021 was included in the Board packet. Dave Hess, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
9/10/2021	RE Tax Advance	\$994,874	\$523,903	\$470,970	Debt Service
9/15/2021	PLF	\$1,639,657	\$1,639,657	-	
9/24/2021	RE Tax Advance	\$3,938	\$1,922	\$2,016	Debt Service
Total		<u>\$2,638,468</u>	<u>\$2,165,482</u>	<u>\$472,986</u>	

On a motion by Ms. Woodhull, seconded by Ms. Merz, the September 2021 Financial Report was approved by the Board.

Ayes: All  
Nays: None

## INTELLIGENT BUILDING MANAGMENT

Ryan Hoffman from Heapy Engineering gave a presentation to the Board on the proposed Intelligent Building Management system.

Heapy Engineering is the engineering designer of record of mechanical and electrical designs for most of Dayton Metro Library's constructions projects. In alignment with Dayton Metro Library's commitment to sustainability, performance, and energy conservation, Heapy proposed the installation and management of a state-of-the-art Intelligent Building Management hardware and software system. This energy analytics system will leverage the full extent of the capabilities of the Library buildings, and ensuring their performance is at or beyond how they were designed and constructed to operate while providing projected energy cost savings of a substantial amount. Additionally, this system guards against premature and unexpected equipment failure through near real-time monitoring of mechanical equipment operation.

On a motion by Ms. Merz, seconded by Ms. Woodhull, the Board approve the agreement with Heapy Engineering to implement and maintain the Intelligent Building Management system for an amount not to exceed \$235,263 over a 5-year period.

Ayes: All  
Nays: None

Ms. Holihan arrived at 4:26 p.m.

Ms. Johnson left at 4:31 p.m. at which time Ms. Holihan began presiding over the meeting.

## 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 92% complete but the opening has been pushed back due to a delay in the delivery of a server needed to maintain security systems at the branch.

## EXECUTIVE DIRECTOR'S REPORT

Amanda Arrington, Volunteer Services Coordinator, updated the Board on the Friends of the Library.

Diane Farrell, External Relations and Development Director, updated the Board on A Novel Night, a sneak peek event being thrown by the Foundation to celebrate the new West Branch.

The Executive Director announce that since Juneteenth is now a federal holiday, he will be moving forward to create an MOU with DMLSA to close the Library in observance of this holiday.

2022 HEALTH DENTAL AND VISION INSURANCE

On a motion by Ms. Merz, seconded by Mr. Thomas, the Board approved the following for group health, dental, and vision insurance, for plan year 2022:

- Renew group health insurance with Anthem with no change in benefit coverage or plan design, and 5.5% decrease 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 a 2% decrease 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.

<b>Plan</b>	<b>HSA Rate</b>	<b>% change</b>
Single	\$659.73	-5.5%
Family	\$1458.01	-5.5%

<b>Plan</b>	<b>HRA Rate</b>	<b>% change</b>
Single	\$710.76	-5.5%
Family	\$1570.79	-5.5%

<b>Plan</b>	<b>Dental Rate</b>	<b>% change</b>
Single	\$23.66	-2%
Family	\$99.10	-2%

<b>Plan</b>	<b>Vision Rate</b>	<b>% change</b>
Single	\$5.36	0%
Family	\$13.67	0%

Ayes: All  
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2022 MEETINGS

The Vice President reported that the Trustees will need to establish a calendar of meetings for 2022. The approved meeting dates for 2022 are as follows:

January 26, 2022  
February 16, 2022  
March 16, 2022  
April 20, 2022  
May 18, 2022  
June 15, 2022

July 20, 2020  
August – no meeting  
September 21, 2022  
October 19, 2022  
November 16, 2022  
December 21, 2022

On a motion by Ms. Woodhull, seconded by Ms. Merz, the Board approved the proposed Board and facilities meeting dates for 2022.

Ayes: All  
Nays: None

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 17, 2021 at 4:00 p.m. in the Community Room at the Main Library.

#### EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(1) of the Ohio Revised Code to discuss employment of a public employee.

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

Ms. Holihan, Aye  
Ms. Merz, Aye  
Mr. Thomas, Aye  
Ms. Woodhull, Aye

Ayes: All  
Nays: None

The Board entered Executive Session at 5:02 p.m. and returned to open session at 5:27 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. Woodhull, the Board adjourned at 5:27 p.m.

Ayes: All  
Nays: None



DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 17, 2021, 4:00 p.m.

1. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

2. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the October 20, 2021 meeting of the Board.

4. CONSENT AGENDA - ACTION

*All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.*

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

5. COMMENTS FROM THE GENERAL PUBLIC

**RULES AND PROCEDURE FOR PUBLIC COMMENT**

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.

- 3) Unless approved by the Library’s Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.
- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting’s agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for October 2021 was included in the Board Packet.

The Executive Director approved the following investments:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
10/15/2021	PLF	\$1,541,427.77	\$1,541,427.77	-	-
10/28/2021	RE Tax Advance	\$2,753.96	\$1,403.32	\$1,350.64	Debt Services
10/30/2021	RE Tax Advance	\$1,343,622.81	\$684,736.70	\$684,736.70	Debt Services
	Total	<u>\$2,887,804.54</u>	<u>\$2,227,567.79</u>	<u>\$660,236.75</u>	

7. ADVANCE ON TAX DOLLARS COLLECTED IN 2022 - ACTION

It is recommended that the Board adopt the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2022,  
and

WHEREAS, these funds will be used for current operating expenses throughout  
2022, 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.”

The resolution requires a **roll call vote**.

8. PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE - ACTION

Marc Reynolds of Marsh & McLennan will review with the Board the proposed 2021-2022 rates for Property, Liability and Blanket Insurance coverage.

Policy	Insurance Company	2020 Expiring Premium	2021 Renewal Premium
Liability and Property	Westfield	\$155,727	\$161,489
Equipment Breakdown and Mechanical (Boiler)	Cincinnati	\$2,868	\$2,890
Executive (Directors & Officers Liability and Employment Practices Liability)	Cincinnati	\$15,878	\$15,878
Cyber	Travelers	\$9,102	TBD
<b>TOTAL</b>		<b>\$183,575</b>	<b>\$180,257</b>

Due to the implementation of Multifactor Authentication still being in process, the Cyber insurance rates have yet to be determined. Approval for the Cyber insurance package will come before the Board at a future meeting.

The Executive Director recommends the Board approve the renewal of the Property, Liability, and Blanket Insurance coverage, not including cyber insurance, with Marsh & McLennan Insurance Agency for an amount not to exceed \$180,257.

9. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

The Executive Director will update the Board on current library programs and services.

- Cybersecurity Update – Josh Ashworth
- Levy Research - Jill Bilman Royer, Burges & Burges
- 2022 Budget Overview

10. FINE FORGIVENESS – ACTION

In January 2018, the Library eliminated overdue fines for all borrowed items. However, all fines that were incurred prior to January 2018 remained on patron’s accounts. This barrier has caused some patrons to discontinue use of the Library and its services. It is recommended that all outstanding overdue fines incurred prior to January 2018, totaling \$972,345.67, be waived. Charges for lost and damaged books will remain in effect.

11. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

12. NOMINATING COMMITTEE - ACTION

In September, the Board President appointed Ms. Merz to head the nominating committee in order to present a 2022 Slate of Officers for election at the meeting in December 2021. The offices of President, Vice President, and Secretary will need to be filled.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Court of Common Pleas concerning the upcoming Board of Trustees vacancy in May 2021. Ms. Margot Merz has served on the Board for fourteen years and is not eligible for reappointment.

13. CORRESPONDENCE

Since the last meeting, the Board received the following correspondence of note:

- Letter dated October 28, 2021 from the Executive Director to Ms. Roxie L. Bowter regarding a request for reconsideration for the picture book *Ritu Weds Chandni*.

14. NEW BUSINESS

15. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 15, 2021 at 4:00 p.m. in the Community Room at the Main Library.

16. EXECUTIVE SESSION

It is 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.

A **roll call vote** will be needed.

17. ADJOURNMENT – ACTION

## CONSENT AGENDA ADDENDUM

### A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Rachael Bussert, Local History Librarian, Special Collections, Main Library, to participate in “Midwest Archives Conference Fall Symposium” being held virtually on November 4, 2021 through November 5, 2021. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, Kelley Gorniak, Catalog Librarian, Cataloging, Operations Center, and Samuel Robinson, Catalog Librarian, Cataloging, Operations Center, to participate in “NOTSL Fall Meeting” being held virtually on November 19, 2021. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, to participate in “Project Management in Libraries” being held virtually on January 24, 2022 through March 20, 2022. It is further recommended that registration in the amount of \$292.50 be reimbursed by the Board.

### B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Kaylea Gray, Teen Services Librarian, full-time, Grade 11, West Branch Library, effective November 21, 2021 at the rate of \$21.07 per hour.

Jillian Hanshaw, Processor, full-time, Grade 02, Cataloging, Operations Center, effective November 7, 2021 at the rate of \$13.61 per hour.

It is recommended that the following **Leave Without Pay** be accepted:

Remy Muneza, Accountant, full-time, Grade 11, Finance, Main Library, effective October 25, 2021 for 8 hours for vacation.

It is recommended that the following **Promotion, Change in Location** be accepted:

Candice Jeske, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective December 5, 2021 at the rate of \$26.38 per hour.

It is recommended that the following **Rehire as Substitute** be accepted:

Tanya Thomas-Smiley, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective October 24, 2021 at the rate of \$13.00 per hour.

It is recommended that the following **Resignation** be accepted:

Cassundra Bronner, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective July 30, 2021.

Paula Poulos, Information Services Assistant, substitute, Grade Sub08, Huber Heights Branch Library, effective November 30, 2021.

It is recommended that the following **Retirement** be accepted:

Barry Fought, Accountant, full-time, Grade 11, Finance, Main Library, effective October 28, 2021 after 11 years of service.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, November 17, 2021, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, Elaine Johnson, Carl Kennebrew,  
Margot Merz, Nolan Thomas, Sara Woodhull

PRESIDING: Elaine Johnson, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Chrissy Sanders

CALL TO ORDER

The President called the meeting to order at 4:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

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

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Mr. Kennebrew, the minutes of the Board meeting of October 20, 2021 were approved by the Board.

Ayes: All  
Nays: None

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

Rachael Bussert, Local History Librarian, Special Collections, Main Library, to participate in “Midwest Archives Conference Fall Symposium” being held virtually on November 4, 2021 through November 5, 2021. It is further recommended that registration in the amount of \$45.00 be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Operations Center, Kelley Gorniak, Catalog Librarian, Cataloging, Operations Center, and Samuel Robinson, Catalog Librarian, Cataloging, Operations Center, to participate in “NOTSL Fall Meeting” being held virtually on November 19, 2021. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Julie Buchanan, Programming Manager, Youth Services, Operations Center, to participate in “Project Management in Libraries” being held virtually on January 24, 2022 through March 20, 2022. It is further recommended that registration in the amount of \$292.50 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENT

Kaylea Gray, Teen Services Librarian, full-time, Grade 11, West Branch Library, effective November 21, 2021 at the rate of \$21.07 per hour.

Jillian Hanshaw, Processor, full-time, Grade 02, Cataloging, Operations Center, effective November 7, 2021 at the rate of \$13.61 per hour.

### LEAVE WITHOUT PAY

Remy Muneza, Accountant, full-time, Grade 11, Finance, Main Library, effective October 25, 2021 for 8 hours for vacation.

### PROMOTION, CHANGE IN LOCATION

Candice Jeske, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, Main Library, effective December 5, 2021 at the rate of \$26.38 per hour.

### REHIRE AS SUBSTITUTE

Tanya Thomas-Smiley, Patron Services Assistant, substitute, Grade Sub05, Northwest Branch Library, effective October 24, 2021 at the rate of \$13.00 per hour.

### RESIGNATION

Cassandra Bronner, Information Services Assistant, substitute, Grade Sub08, Main Youth Services, Main Library, effective July 30, 2021.



Paula Poulos, Information Services Assistant, substitute, Grade Sub08, Huber Heights Branch Library, effective November 30, 2021.

RETIREMENT

Barry Fought, Accountant, full-time, Grade 11, Finance, Main Library, effective October 28, 2021 after 11 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 Report for October 2021 was included in the Board folder. Chrissy Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

<b>Major Sources of Revenue, Uses, and Investments</b>					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
10/15/2021	PLF	\$1,541,427.77	\$1,541,427.77	-	-
10/28/2021	RE Tax Advance	\$2,753.96	\$1,403.32	\$1,350.64	Debt Services
10/30/2021	RE Tax Advance	\$1,343,622.81	\$684,736.70	\$684,736.70	Debt Services
Total		<u>\$2,887,804.54</u>	<u>\$2,227,567.79</u>	<u>\$660,236.75</u>	

On a motion by Ms. Woodhull, seconded by Mr. Merz, the October 2021 Financial Report was approved by the Board.

Ayes: All  
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2022

On a motion by Ms. Holihan, seconded by Mr. Kennebrew, the Board adopted the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2022, and  
WHEREAS, these funds will be used for current operating expenses throughout 2022, 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. Holihan, Aye
- Mr. Jackson, Aye
- Ms. Johnson, Aye
- Mr. Kennebrew, Aye
- Ms. Merz, Aye
- Mr. Thomas, Aye
- Ms. Woodhull, Aye

Ayes: All  
Nays: None

PROPERTY LIABILITY AND BLANKET LIABILITY INSURANCE COVERAGE

Marc Reynolds from Marsh & McLennan reviewed the proposed 2021-2022 rates for Property, Liability and Blanket Insurance coverage.

Policy	Insurance Company	2020 Expiring Premium	2021 Renewal Premium
Liability and Property	Westfield	\$155,727	\$161,489
Equipment Breakdown and Mechanical (Boiler)	Cincinnati	\$2,868	\$2,890
Executive (Directors & Officers Liability and Employment Practices Liability)	Cincinnati	\$15,878	\$15,878
Cyber	Travelers	\$9,102	TBD
<b>TOTAL</b>		<b>\$183,575</b>	<b>\$180,257</b>

Due to the implementation of Multifactor Authentication still being in process, the Cyber insurance rates have yet to be determined. Approval for the Cyber insurance package will come before the Board at a future meeting

On a motion by Mr. Jackson, seconded by Ms. Merz, the Board approved the renewal of the Property, Liability, and Blanket Insurance coverage, not including cyber insurance, with Marsh & McLennan Insurance Agency for an amount not to exceed \$180,257.

Ayes: All  
Nays: None

## EXECUTIVE DIRECTOR'S REPORT

Josh Ashworth, Information Technology Services Director, gave the Trustees and update on cybersecurity, including an overview of training for staff and implementation of multifactor authentication.

Jill Bilman Royer, from Burges & Burges, gave a presentation on the finding of a survey conducted using the equity lens.

The Executive Director shared preliminary numbers for the 2022 budget which will be brought before the Board for approval in December.

## MEMORANDUM OF UNDERSTANDING WITH THE DAYTON METRO LIBRARY FOUNDATION

On a motion by Ms. Merz, seconded by Ms. Holihan, the Board approve the Memorandum of Understanding with the Dayton Metro Library Foundation that was distributed at the October meeting for the Board's review.

Ayes: All  
Nays: None

## FINE FORGIVNESS

In January 2018, the Library eliminated overdue fines for all borrowed items. However, all fines that were incurred prior to January 2018 remained on patron's accounts. This barrier has caused some patrons to discontinue use of the Library and its services. On a motion by Ms. Merz, seconded by Mr. Kennebrew, the Board approved that all outstanding overdue fines incurred prior to January 2018, totaling \$972,345.67, be waived. Charges for lost and damaged books will remain in effect.

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 96% done and mostly punch list items are being worked on at this point. Burkhardt is on schedule and is anticipating getting its temporary certificate of occupancy in March.

## NOMINATING COMMITTEE

In September, the Board President appointed Ms. Merz to head the nominating committee in order to present a 2022 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2021. Ms. Merz indicated that she plans to put forward Mr. Thomas for President, Ms. Holihan for Vice President, and Mr. Jackson for Secretary. Additionally,

she plans to put forward Ms. Johnson as the liaison to the Dayton Metro Library Foundation Board of Directors for 2022.

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 2022. Ms. Margot Merz has served on the Board for fourteen years and is not eligible for reappointment.

#### CORRESPONDENCE

The Board acknowledged a letter dated October 28, 2021 from the Executive Director to Ms. Roxie L. Bowyer regarding a request for reconsideration for the picture book *Ritu Weds Chandni*.

#### NEW BUSINESS

There was no new business brought before the Board.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, December 15, 2021 at 4:00 p.m. in the Community Room at the Main Library.

#### EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(1) of the Ohio Revised Code to discuss employment of a public employee.

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

Ms. Holihan, Aye  
Mr. Jackson, Aye  
Ms. Johnson, Aye  
Mr. Kennebrew, Aye  
Ms. Merz, Aye  
Mr. Thomas, Aye  
Ms. Woodhull, Aye

Ayes: All  
Nays: None

The Board entered Executive Session at 5:48 p.m. and returned to open session at 6:22 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 Mr. Jackson, seconded by Mr. Kennebrew, the Board adjourned at 6:22 p.m.

Ayes: All  
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 15, 2021, 4:00 p.m.

1. DECLARATION OF CONFLICTS OF INTEREST

Trustees have the opportunity to share any possible conflicts of interest involving issues and actions under consideration by the Board.

2. APPROVAL OF AGENDA - ACTION

The President will solicit from Trustees any additions or changes to the agenda.

3. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the November 17, 2021 meeting of the Board.

4. CONSENT AGENDA - ACTION

*All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.*

A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of staff members at the workshop/conference as listed at the end of the agenda.

B. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

5. COMMENTS FROM THE GENERAL PUBLIC

**RULES AND PROCEDURE FOR PUBLIC COMMENT**

- 1) Members of the general public who wish to comment shall register prior to the meeting and acknowledge their intention to comply with rules and procedures.
- 2) Speakers will be called in the order in which they register and asked to step forward to address the Board and have their comments recorded for the public record.
- 3) Unless approved by the Library's Executive Director no fewer than seven (7) days in advance, comments shall be limited in duration to three (3) minutes. This time limit may be waived by the Board President.

- 4) Speakers shall limit their comments to matters pertaining to Library business. Speakers shall not be unduly repetitive of prior speakers.
- 5) All comments shall be made to the Board as a whole rather than an individual Board or Library staff member and shall be presented with civility and courtesy. Any questions or requests for additional information directed to the Board will be addressed in a reasonable time after the meeting by a Library staff member.
- 6) Meeting attendees will refrain from applause or vocal expressions of approval or disapproval of any comment.
- 7) Persons who violate any of these rules may be ordered to finish their comments immediately and/or leave the meeting.
- 8) In the interest of time or order, the Board President may terminate the public comment session of any meeting and add the remaining speakers to the next meeting's agenda. The Board President shall rule on any procedural matter connected with any speaker and the ruling will be final.

6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for November 2021 are included in the Board Packet.

The following investments were approved:

**Major Sources of Revenue, Uses, and Investments**

<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
11/12/2021	RE Tax Homestead	\$3,922	\$3,922	-	
11/12/2021	RE Tax Homestead	\$3,775	-	\$3,775	
11/14/2021	PLF	\$1,529,292	\$1,529,292	-	Debt Service
Total		\$1,536,990	\$1,533,214	\$3,775	

7. AMENDED 2021 APPROPRIATION RESOLUTION – ACTION

It will be necessary to amend the 2021 Appropriation Resolution so that unencumbered funds in various accounts may be used to cover possible deficiencies in some appropriated accounts in order to satisfy financial obligations.

The Fiscal Officer recommends the following amended appropriation allocations for fiscal year ending December 31, 2021:

<u>General Fund</u>	<u>Current Budget w/Carryover</u>	<u>Amended Budget w/Carryover</u>	<u>Amount Changed</u>
1000 – Salaries & Benefits	\$23,276,578	\$20,276,578	\$(3,000,000)
2000 – Supplies	\$790,512	\$790,512	\$0

3000 - Purchased Services	\$7,355,974	\$6,355,974	\$(1,000,000)
4000 - Library Materials & Information	\$3,871,765	\$4,262,555	\$390,790
5000 - Capital Outlay	\$1,448,772	\$1,448,772	\$0
7000 - Other Objects	\$196,404	\$196,404	\$0
9000 - Transfer to other funds	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Total</b>	<b><u>\$36,940,005</u></b>	<b><u>\$33,330,795</u></b>	<b><u>\$(3,609,210)</u></b>
<b><u>Debt Service Fund</u></b>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$211,000	\$211,000	\$ 0
6000 - Debt Service	<u>\$10,995,153</u>	<u>\$10,995,153</u>	<u>\$0</u>
<b>Total</b>	<b><u>\$11,206,153</u></b>	<b><u>\$11,206,153</u></b>	<b><u>\$0</u></b>
<b><u>Building and Repair Fund</u></b>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$548,000	\$548,000	\$0
5000 - Capital Outlay	\$7,500,000	\$500,000	(\$7,000,000)
7000 - Miscellaneous	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$0</u>
<b>Total</b>	<b><u>\$8,051,000</u></b>	<b><u>\$1,051,000</u></b>	<b><u>\$(7,000,000)</u></b>
<b><u>Taxable Construction Fund</u></b>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$10,500	\$10,500	\$0
3000 - Purchased Services	\$2,224,372	\$2,224,372	\$0
5000 – Capital Outlay	\$26,963,028	\$20,963,028	\$(6,000,000)
7000 – Other Objects	<u>\$2,100</u>	<u>\$2,100</u>	<u>\$0</u>
<b>Total</b>	<b><u>\$29,200,000</u></b>	<b><u>\$23,200,000</u></b>	<b><u>\$(6,000,000)</u></b>

8. TRANSFERS OF FUNDS- INFORMATION

In accordance with the amended Unreserved Fund Balance Policy adopted by the Board of Trustees, the Fiscal Officer will report on current fund balances, projected revenues and expenditures, and recommended transfers at the end of each fiscal year.

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, 2021

\$12,760,552.17



Plus: Earnings through November 30, 2021	\$(12,350.85)
Plus: Estimated Earnings December 2021	\$0.00
Less: 2021 Expenditures through November 30, 2021	(\$145,445.32)
Less: 2021 Encumbrances	<u>(\$19,945.50)</u>
<b><i>Projected Building and Repair Fund Balance, December 31, 2021</i></b>	<b><u>\$12,582,810.50</u></b>

No action is recommended for any of the Library Funds.

9. TEMPORARY 2022 APPROPRIATION RESOLUTION – ACTION

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, 2022.

**GENERAL FUND**

1000 – Salaries & Benefits	\$24,395,008
2000 - Supplies	\$915,286
3000 - Purchased Services	\$6,767,869
4000 – Library Materials & Information	\$4,791,765
5000 - Capital Outlay	\$1,277,219
6000 - Debt Service	\$0
7000 - Other Objects	\$186,292
8000 – Contingency	\$0
9000 – Transfer Out	<u>\$0</u>
Total General Fund Appropriations	<b><u>\$38,333,439</u></b>

**DEBT SERVICES FUND**

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

**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	<b><u>\$8,051,000</u></b>

**TAXABLE CONSTRUCTION FUND**

2000 - Supplies	\$10,500
3000 - Purchased Services	\$990,303
5000 - Capital Outlay	\$12,004,087
7000 - Miscellaneous	<u>\$2,100</u>
Total Taxable Construction Fund Appropriations	<b><u>\$13,006,990</u></b>

Total All Funds Appropriations **\$69,905,314**

It is recommended that the Board approve the Temporary Appropriation for 2022 for the General Fund in the amount of \$38,333,439, the Debt Service Fund in the amount of \$10,513,885, the Building & Repair Fund in the amount of \$8,051,000, and the Taxable Construction Fund in the amount of \$13,006,990.

10. **EXECUTIVE DIRECTOR’S REPORT - INFORMATION**

The Executive Director will update the Board on current library programs and services.

11. **LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION**

- Project budget update
- Facilities progress and upcoming milestones

12. **LIBRARY AIDE AND SUBSTITUTE WAGE RATES - ACTION**

The proposed Library Aide Pay Schedule includes increases of \$0.50 per hour over current rates:

**Dayton Metro Library  
Library Aide Pay Schedule  
Effective January 1, 2022**

Current Rate	\$10.00	\$10.25	\$10.68
New Rate	\$10.50	\$10.75	\$11.18

The proposed Substitute Pay Schedule includes increases of 4% for each employee over current rates:

**DAYTON METRO LIBRARY  
Substitute Pay Ranges  
Effective January 1, 2022**

Grade	Minimum	Maximum
Sub 01	\$10.18	\$12.16
Sub 02	\$10.48	\$12.51
Sub 03	\$10.81	\$12.91
Sub 04	\$11.19	\$13.36
Sub 05	\$11.69	\$13.96

Sub 06	\$12.20	\$14.56
Sub 07	\$12.82	\$15.31
Sub 08	\$13.52	\$16.13
Sub 09	\$14.28	\$17.05
Sub 10	\$15.20	\$18.15
Sub 11	\$16.22	\$19.37
Sub 12	\$17.44	\$20.82
<b>Professional Offset</b>		\$1.89

The Executive Director recommends approval of the proposed Library Aide Pay Schedule and the proposed Substitute Pay Schedule to be effective with the pay period that includes January 1, 2022.

13. RATIFICATION OF MOU WITH DMLSA - ACTION

It is recommended that the Board ratify the MOU between the Library and the DML Staff Association in which Juneteenth is recognized as a paid federal holiday and therefore will be observed annually as a closed holiday for the Dayton Metro Library system.

14. NOMINATING COMMITTEE - ACTION

At the September meeting the Board President appointed Ms. Merz to serve as the chair for the ad hoc nominating committee in order to present a 2022 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2021. Additionally, the nominating committee will put forth a recommendation to appoint a Trustee to serve as a liaison to the Dayton Metro Library Foundation Board of Directors in 2022.

The Board President should seek nominations from the floor prior to the election.

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. Surety bonds for these two officers in the amount of \$25,000 will need to be authorized by the Board. The Executive Director recommends Trustees approval to authorize securing the recommended surety bonds.

The nominating committee will also need to make a recommendation for Board approval and submission to the Montgomery County Court of Common Pleas concerning the upcoming Board of Trustees vacancy in May 2022. Mr. Margot Merz has served on the Board for fourteen years and is not eligible for reappointment.

15. NEW BUSINESS

16. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 26, 2022 at 4:00 p.m. in the Community Room at the Main Library.

17. ADJOURNMENT – ACTION

## CONSENT AGENDA ADDENDUM

### A. WORKSHOP HOURS

It is recommended that the Board authorize the attendance of the following staff members at the workshop/conference indicated below:

Linda Jackson, Information Services Assistant, Northwest Branch Library, Jen Kadel, Recruitment & Retention Manager, Human Resources, Main Library, Doug Keech, Facilities Manager, Facilities, Operations Center, Bradley Kuykendall, Assistant Branch Library Manager, Northwest Branch Library, Karlos Marshall, Equity, Diversity, & Inclusion Director, Executive Administration, Main Library, Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, Chrissy Sanders, Fiscal Officer & Financial Director, Finance, Main Library, Sharon Taste, Branch Library Manager, Northwest Branch Library, Christine Trent, Information Services Assistant, Miamisburg Branch Library, and Shaun Wright, Information Services Manager, Information Services, Main Library to attend “2021 Workplace Diversity & Inclusion Forum” being held at Sinclair Community College on December 7, 2021. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

Doug Keech, Facilities Manager, Facilities, Operations Center, to attend “DACC Breakfast Briefing” being held at the NCR Country Club on December 10, 2021. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Jen McConkey, Information Services Assistant, Miami Township Branch Library, to attend “SWON Summer Planning Conference” being held in Cincinnati on January 18, 2022. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Christian Brewington, Children Service Librarian, Outreach Services, to participate in “ALA LibLearn X” being sponsored by ALA on January 21, 2022 through January 24, 2022. It is further recommended that registration in the amount of \$184.00 be reimbursed by the Board.

### B. PERSONNEL ACTIONS

It is recommended that the following **Appointments** be accepted:

Max Harshman, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective December 5, 2021 at the rate of \$17.00 per hour.

Jared Hooten, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective December 5, 2021 at the rate of \$17.54 per hour.

Al Ralston, Information Services Assistant, substitute, Grade Sub08, Trotwood Branch Library, effective November 21, 2021 at the rate of \$13.00 per hour.

Patrick Stump, Teen Services Librarian, full-time, Grade 11, Northmont Branch Library, effective December 5, 2021 at the rate of \$23.79 per hour.

It is recommended that the following **Change in Location, Change in Position** be accepted:

Sarah Beavers, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, from Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective December 19, 2021 at the rate of \$26.16 per hour.

Caitlin Wissler, Staff Development Manager, full-time, Human Resources, Operations Center from Branch Library Manager, full-time, Grade 08, Trotwood Branch Library, effective January 2, 2022 at the rate of \$31.1736 per hour.

It is recommended that the following **Leave Without Pay** be accepted:

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective January 15, 2022 for 20 hours for personal reasons.

It is recommended that the following **Promotion** accepted:

Karah Power, Main Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, from Children Services Librarian, full-time, Grade 11, Main Youth Services, Main Branch Library, effective December 5, 2021 at the rate of \$28.8462 per hour.

Jennifer Russell, Senior Accounting Clerk, full-time, Grade 08, Finance, Main Library, from Accounting Clerk, full-time, Grade 05, Finance, Main Library, effective November 21, 2021 at the rate of \$21.99 per hour.

It is recommended that the following **Rehire as Substitute** be accepted:

Mariah Johnson, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective November 21, 2021 at the rate of \$13.00 per hour.

It is recommended that the following **Resignation** be accepted:

Amanda Burns, Youth Services Director, full-time, Grade S11, Youth Services, Operations Center, effective January 7, 2022.

Christopher Erb, Information Services Assistant, substitute, Grade Sub08, Southeast Branch Library, effective July 24, 2021.

Patrick Lemley, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective December 4, 2021.

Karri Marshall, Public Services Director, full-time, Grade S11, Public Services, Operations Center, effective December 10, 2021.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 15, 2021, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, Carl Kennebrew  
Margot Merz, Nolan Thomas, Sara Woodhull

PRESIDING: Jeanne Holihan, Vice President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak (via WebEx)

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The Vice President called the meeting to order at 4:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential perceived conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

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

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Ms. Merz, the minutes of the Board meeting of November 17, 2021 were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

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

Linda Jackson, Information Services Assistant, Northwest Branch Library, Jen Kadel, Recruitment & Retention Manager, Human Resources, Main Library, Doug Keech, Facilities Manager, Facilities, Operations Center, Bradley Kuykendall, Assistant Branch Library Manager, Northwest Branch Library, Karlos Marshall, Equity, Diversity, & Inclusion Director, Executive Administration, Main Library, Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, Chrissy Sanders, Fiscal Officer & Financial Director, Finance, Main Library, Sharon Taste, Branch Library Manager, Northwest Branch Library, Christine Trent, Information Services Assistant, Miamisburg Branch Library, and Shaun Wright, Information Services Manager, Information Services, Main Library to attend “2021 Workplace Diversity & Inclusion Forum” being held at Sinclair Community College on December 7, 2021. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

Doug Keech, Facilities Manager, Facilities, Operations Center, to attend “DACC Breakfast Briefing” being held at the NCR Country Club on December 10, 2021. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Jen McConkey, Information Services Assistant, Miami Township Branch Library, to attend “SWON Summer Planning Conference” being held in Cincinnati on January 18, 2022. It is further recommended that registration in the amount of \$25.00 be reimbursed by the Board.

Christian Brewington, Children Service Librarian, Outreach Services, to participate in “ALA LibLearn X” being sponsored by ALA on January 21, 2022 through January 24, 2022. It is further recommended that registration in the amount of \$184.00 be reimbursed by the Board.

## PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

### APPOINTMENTS

Max Harshman, Facilities Technician, full-time, Grade 06, Facilities, Operations Center, effective December 5, 2021 at the rate of \$17.00 per hour.

Jared Hooten, Information Services Assistant, full-time, Grade 08, Northmont Branch Library, effective December 5, 2021 at the rate of \$17.54 per hour.

Al Ralston, Information Services Assistant, substitute, Grade Sub08, Trotwood Branch Library, effective November 21, 2021 at the rate of \$13.00 per hour.

Patrick Stump, Teen Services Librarian, full-time, Grade 11, Northmont Branch Library, effective December 5, 2021 at the rate of \$23.79 per hour.



### CHANGE IN LOCATION, CHANGE IN POSITION

Sarah Beavers, Information Services Librarian, full-time, Grade 11, Information Services, Main Library, from Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective December 19, 2021 at the rate of \$26.16 per hour.

Caitlin Wissler, Staff Development Manager, full-time, Human Resources, Operations Center from Branch Library Manager, full-time, Grade 08, Trotwood Branch Library, effective January 2, 2022 at the rate of \$31.1736 per hour.

### LEAVE WITHOUT PAY

Jill Proudfoot, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective January 15, 2022 for 20 hours for personal reasons.

### PROMOTION

Karah Power, Main Youth Services Manager, full-time, Grade S08, Main Youth Services, Main Library, from Children Services Librarian, full-time, Grade 11, Main Youth Services, Main Branch Library, effective December 5, 2021 at the rate of \$28.8462 per hour.

Jennifer Russell, Senior Accounting Clerk, full-time, Grade 08, Finance, Main Library, from Accounting Clerk, full-time, Grade 05, Finance, Main Library, effective November 21, 2021 at the rate of \$21.99 per hour.

### REHIRE AS SUBSTITUTE

Mariah Johnson, Information Services Assistant, substitute, Grade Sub08, Electra C. Doren Branch Library, effective November 21, 2021 at the rate of \$13.00 per hour.

### RESIGNATION

Amanda Burns, Youth Services Director, full-time, Grade S11, Youth Services, Operations Center, effective January 7, 2022.

Christopher Erb, Information Services Assistant, substitute, Grade Sub08, Southeast Branch Library, effective July 24, 2021.

Patrick Lemley, Patron Services Assistant, full-time, Grade 05, West Carrollton Branch Library, effective December 4, 2021.

Karri Marshall, Public Services Director, full-time, Grade S11, Public Services, Operations Center, effective December 10, 2021.

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 2021 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

**Major Sources of Revenue, Uses, and Investments**

<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
11/12/2021	RE Tax Homestead	\$3,922	\$3,922	-	
11/12/2021	RE Tax Homestead	\$3,775	-	\$3,775	
11/14/2021	PLF	\$1,529,292	\$1,529,292	-	Debt Service
	Total	<u>\$1,536,990</u>	<u>\$1,533,214</u>	<u>\$3,775</u>	

On a motion by Mr. Kennebrew, seconded by Mr. Thomas, the November 2021 Financial Report was approved by the Board.

Ayes: All  
Nays: None

Additionally, Ms. Sanders informed the Trustees that the current cyber insurance would be expiring and in order to allow Marsh & McLennan time to shop for a new insurance package, she would like to extend the current renewal.

On a motion by Mr. Jackson, seconded by Ms. Woodhull, the Board approved the extension.

Ayes: All  
Nays: None

AMENDED 2021 APPROPRIATION RESOLUTION

Christina Sanders, Fiscal Officer, told Trustees that it would be necessary to amend the 20201 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 Ms. Woodhull, the following amended appropriation allocations for fiscal year ending December 31, 2021:

<b><u>General Fund</u></b>	<b><u>Current Budget w/Carryover</u></b>	<b><u>Amended Budget w/Carryover</u></b>	<b><u>Amount Changed</u></b>
1000 – Salaries & Benefits	\$23,276,578	\$20,276,578	\$(3,000,000)
2000 – Supplies	\$790,512	\$790,512	\$0
3000 - Purchased Services	\$7,355,974	\$6,355,974	\$(1,000,000)
4000 - Library Materials & Information	\$3,871,765	\$4,262,555	\$390,790
5000 - Capital Outlay	\$1,448,772	\$1,448,772	\$0
7000 - Other Objects	\$196,404	\$196,404	\$0
9000 - Transfer to other funds	\$0	\$0	\$0
<b>Total</b>	<b><u>\$36,940,005</u></b>	<b><u>\$33,330,795</u></b>	<b><u>\$(3,609,210)</u></b>
<b><u>Debt Service Fund</u></b>	<b><u>Current Appropriation</u></b>	<b><u>Amended Appropriation</u></b>	<b><u>Amount Changed</u></b>
3000 - Purchased Services	\$211,000	\$211,000	\$0
6000 - Debt Service	\$10,995,153	\$10,995,153	\$0
<b>Total</b>	<b><u>\$11,206,153</u></b>	<b><u>\$11,206,153</u></b>	<b><u>\$0</u></b>
<b><u>Building and Repair Fund</u></b>	<b><u>Current Appropriation</u></b>	<b><u>Amended Appropriation</u></b>	<b><u>Amount Changed</u></b>
3000 - Purchased Services	\$548,000	\$548,000	\$0
5000 - Capital Outlay	\$7,500,000	\$500,000	\$(7,000,000)
7000 - Miscellaneous	\$3,000	\$3,000	\$0
<b>Total</b>	<b><u>\$8,051,000</u></b>	<b><u>\$1,051,000</u></b>	<b><u>\$(7,000,000)</u></b>
<b><u>Taxable Construction Fund</u></b>	<b><u>Current Appropriation</u></b>	<b><u>Amended Appropriation</u></b>	<b><u>Amount Changed</u></b>
2000 – Supplies	\$10,500	\$10,500	\$0
3000 - Purchased Services	\$2,224,372	\$2,224,372	\$0
5000 – Capital Outlay	\$26,963,028	\$20,963,028	\$(6,000,000)
7000 – Other Objects	\$2,100	\$2,100	\$0
<b>Total</b>	<b><u>\$29,200,000</u></b>	<b><u>\$23,200,000</u></b>	<b><u>\$(6,000,000)</u></b>

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, 2021	\$12,760,552.17
Plus: Earnings through November 30, 2021	\$(12,350.85)
Plus: Estimated Earnings December 2021	\$0.00
Less: 2021 Expenditures through November 30, 2021	(\$145,445.32)
Less: 2021 Encumbrances	<u>(\$19,945.50)</u>
<b><i>Projected Building and Repair Fund Balance, December 31, 2021</i></b>	<b><u>\$12,582,810.50</u></b>

No action was recommended for any of the Library Funds.

TEMPORARY 2022 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 2022.

**GENERAL FUND**

1000 – Salaries & Benefits	\$24,395,008
2000 - Supplies	\$915,286
3000 - Purchased Services	\$6,767,869
4000 – Library Materials & Information	\$4,791,765
5000 - Capital Outlay	\$1,277,219
6000 - Debt Service	\$0
7000 - Other Objects	\$186,292
8000 – Contingency	\$0
9000 – Transfer Out	<u>\$0</u>
Total General Fund Appropriations	<b><u>\$38,333,439</u></b>

**DEBT SERVICES FUND**

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

**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	<b><u>\$8,051,000</u></b>

**TAXABLE CONSTRUCTION FUND**

2000 - Supplies	\$10,500
3000 - Purchased Services	\$990,303
5000 - Capital Outlay	\$12,004,087
7000 - Miscellaneous	<u>\$2,100</u>
Total Taxable Construction Fund Appropriations	<b><u>\$13,006,990</u></b>

Total All Funds Appropriations **\$69,905,314**

On a motion by Mr. Kennebrew, seconded by Mr. Jackson, the Board approved the Temporary Appropriation for 2022 for the General Fund in the amount of \$38,333,439, the Debt Service Fund in the amount of \$10,513,885, the Building & Repair Fund in the amount of \$8,051,000, and the Taxable Construction Fund in the amount of \$13,006,990.

Ayes: All  
Nays: None

**EXECUTIVE DIRECTOR’S REPORT**

There was no report from the Executive Director.

**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 has a great success with A Novel Night and the building is 98% complete with some landscaping issues outstanding. Burkhardt is 58% complete and hoping for TCO in late March. Northmont has been pushed back 30 days due to delay in the delivery of materials. The Library should have final construction documents for Huber Heights by the end of December and we are still waiting to close on the property.

**LIBRARY AIDE AND SUBSTITUTE WAGE RATES**

The proposed Library Aide Pay Schedule includes increases of \$0.50 per hour over current rates:

<b>Dayton Metro Library</b>			
<b>Library Aide Pay Schedule</b>			
<b>Effective January 1, 2022</b>			
Current Rate	\$10.00	\$10.25	\$10.68
New Rate	\$10.50	\$10.75	\$11.18

The proposed Substitute Pay Schedule includes increases of 4% for each employee over current rates:

**DAYTON METRO LIBRARY**

**Substitute Pay Ranges**

**Effective January 1, 2022**

<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
Sub 01	\$10.18	\$12.16
Sub 02	\$10.48	\$12.51
Sub 03	\$10.81	\$12.91
Sub 04	\$11.19	\$13.36
Sub 05	\$11.69	\$13.96
Sub 06	\$12.20	\$14.56
Sub 07	\$12.82	\$15.31
Sub 08	\$13.52	\$16.13
Sub 09	\$14.28	\$17.05
Sub 10	\$15.20	\$18.15
Sub 11	\$16.22	\$19.37
Sub 12	\$17.44	\$20.82

**Professional Offset** \$1.89

On a motion by Mr. Kennebrew, 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, 2022.

Ayes: All  
Nays: None

RATIFICATION OF MOU WITH DMLSA

On a motion by Mr. Jackson, seconded by Mr. Kennebrew, the Board ratify the MOU between the Library and the DML Staff Association in which Juneteenth is recognized as a paid federal holiday and therefore will be observed annually as a closed holiday for the Dayton Metro Library system.

Ayes: All  
Nays: None

NOMINATING COMMITTEE

At the September meeting the Board President appointed Ms. Merz to serve as the chair for the ad hoc nominating committee in order to present a 2022 Slate of Officers to include President, Vice President and Secretary for election. The slate was presented as follows:

Nolan Thomas – President  
Jeanne Holihan – Vice President  
Ronald Jackson – Secretary

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

On a motion by Mr. Kennebrew, seconded by Ms. Woodhull, the Board elected the slate of officers as presented.

Ayes: All  
Nays: None

Vice President Holihan 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 Mr. Jackson, seconded by Ms. Merz, the Board approved the surety bonds for the Treasurer and Deputy Treasurer.

Ayes: All  
Nays: None

According to the MOU with the Dayton Metro Library Foundation, the Board must appoint a Trustee to serve as a liaison to the Foundation Board of Directors. The nominating committee put forth Elaine Johnson's name to serve in this capacity.

On a motion by Mr. Thomas, seconded by Ms. Woodhull, the Board elected Ms. Johnson to serve as the 2022 liaison to the Foundation.

Ayes: All  
Nays: None

Ms. Merz has served on the Board for fourteen years, her term concludes on May 31, 2022 and is not eligible for reappointment. The committee is continuing to discuss possible candidates to suggest to the Montgomery County Court of Common Pleas to fulfill this upcoming vacancy.

#### NEW BUSINESS

There was no new business brought before the Board.

#### DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 26, 2022 at 4:00 p.m. in the Community Room at the Main Library.

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Ms. Merz, the Board adjourned at 4:36 p.m.

Ayes: All  
Nays: None