

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 20, 2024, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Kelly Geers,
Myla Cardona-Jones, Shannon Isom (in at 4:12 pm)

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Hilary Ross Browning

CALL TO ORDER

The President called the meeting to order at 4:02 p.m.

OATH OF OFFICE

The Oath of Office was administered to Kelly Geers by Gil Rutledge, Notary Public.

DECLARATION OF CONFLICTS OF INTEREST

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

APPROVAL OF AGENDA

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Williamson, seconded by Ms. Geers, the minutes of the Board meeting of February 21, 2024 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Williamson, seconded by Ms. Geers, 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:

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “12th National Conference of African-American Librarians” sponsored by Black Caucus of ALA from July 24, 2024 through July 27, 2024, in New Orleans, LA. It is further recommended that registration in the amount of \$500.00, airfare in the amount of \$604.20, ground transportation in the amount of \$168.00, parking in the amount of \$60.00, lodging in the amount of \$2,018.26, and meals in the amount of \$240.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in the “Equity and Early Literacy” webinar series being sponsored by Library Juice Academy from July 1, 2024 through July 28, 2024. It is further recommended that registration in the amount of \$200.00 be reimbursed by the Board.

Cassie Buckingham, Safety and Protective Services Officer, Safety and Protective Services, to attend “Adult and Pediatric First Aid/CPR” sponsored by Focus Health and held in the Main Library on March 9, 2024. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Annie Calonico, Teen Services Librarian, Kettering-Moraine Branch Library, Sidney Edwards, Teen Services Librarian, West Carrollton Branch Library, Kaylea Gray, Teen Services Librarian, West Branch Library, Peter Kilkelly, Teen Services Librarian, Northwest Branch Library, Chelsea Yergens, Teen Services Librarian, Huber Heights Branch Library, to participate in the “Take 5: Building a Foundation” webinar being sponsored by Take 5 and held on May 3, 2024. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Myla Cardona-Jones and Kelly Geers, Trustees, to participate in the “OLC Library Trustee Workshop” being sponsored by OLC and held March 9, 2024. It is further recommended that registration in the amount of \$95.00 each be reimbursed by the Board.

Sarah Carpenter, Catalog Librarian, Cataloging, and Joan Milligan, Cataloging Manager, Cataloging, to attend “OVGTSL Conference 2024” being sponsored by OVGTSL and held in Columbus, OH from May, 22, 2024 through May 24, 2024. It is further recommended that registration in the amount of \$130.00 each, mileage in the amount of \$97.52 each, lodging in the amount of \$196.00 each, and meals in the amount of \$130.00 each be reimbursed by the Board.

Trina Cole, Information Services Assistant, Burkhardt Branch Library, to participate in the “Serving Deaf Patrons in the Library” webinar being sponsored by ALA from April 10, 2024 through April 11, 2024. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Kelly Gorniak, Catalog Librarian, Cataloging, to participate in “OVGTSL Conference 2024” webinar being sponsored by OVGTSL from May 23, 2024 through May 24, 2024. It is further recommended that registration in the amount of \$55.00 be reimbursed by the Board.

Rachel Gut, Deputy Executive Director, Executive Administration, Allison Knight, Youth Services Director, Youth Services, Bradley Kuykendall, Floater Manager, Public Services Administration, Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, Equity, Diversity and Inclusion, and Gabriela Pickett, Newest American Specialist, Equity, Diversity and Inclusion, to attend “ALA Annual Conference” being sponsored by ALA and held in San Diego, CA from June 27, 2024 through July 2, 2024. It is further recommended that registration in the amount of \$410.00 each, airfare in the amount of \$928.40 each, ground transport in the amount of \$120.00 each, parking in the amount of \$70.00 each, lodging in the amount of \$1,620.00 each, and meals in the amount of \$360.00 each be reimbursed by the Board.

Jessica Hunter, Nonprofit Services Specialist, Community Development, to attend “Dangerous Dames of Dayton,” sponsored by League of Women Voters and held at the University of Dayton on March 26, 2024. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Caitlin Jones, Information Services Assistant, Kettering-Moraine Branch Library, to participate in the “Using Social Media Effectively through Change and Chaos” webinar sponsored by ALA eLearning on March 26, 2024. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Brittany Mikolajewski, Information Services Assistant, Vandalia Branch Library, to participate in the “Serve Safe Certification” on-demand webinar sponsored by Serve Safe, It is further recommended that registration in the amount of \$22.00 be reimbursed by the Board.

Gabriela Pickett, Newest American Specialist, Equity, Diversity and Inclusion, to attend the “Dynamic Dialogue Conference” being sponsored by Northeast Ohio Regional Library System and held in Twinsburg, OH from May 9, 2024 through May 10, 2024. It is further recommended that mileage in the amount of \$274.70 be reimbursed by the Board, as all other expenses have been covered.

Ann Riegle Crichton, Community Development Manager, Community Development, to attend “Dayton Chamber Annual Meeting” being sponsored by Dayton Chamber and held in Sinclair Community College on April 16, 2024. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Ann Riegle Crichton, Community Development Manager, Community Development, to attend “Dayton Chamber Workforce 360” being sponsored by Dayton Chamber and held in Sinclair Community College on April 9, 2024. It is further recommended that registration in the amount of \$70.00 be reimbursed by the Board.

Migyeong Song, Branch Library Manager, Miami Township Branch Library, to participate in the “Practice Adaptive Leadership” webinar sponsored by ALA from March 19, 2024 to March 21, 2024. It is further recommended that registration in the amount of \$170.10 be reimbursed by the Board.

Erin Winchester, Staff Development Manager, Human Resources, to participate in the “Public Libraries Association 2024 Conference” virtual option, sponsored by PLA and held from April 3, 2024 through April 5, 2024. It is further recommended that registration in the amount of \$347.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Sidney Edwards, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library effective February 25, 2024 at the rate of \$25.24 per hour.

Sherry Fox, Accountant, full-time, Grade 11, Finance, effective February 25, 2024 at the rate of \$28.50 per hour.

Brittany Milligan, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective February 25, 2024 at the rate of \$14.62 per hour.

CHANGE IN LOCATION

Ian Kinser, Teen Services Librarian, full-time, Grade 11, Miami Township Branch Library, from Teen Services Librarian, full-time, Grade 11, Vandalia Branch Library, effective March 10, 2024 at the rate of \$28.78 per hour.

Moneeka Stanifer, Information Services Assistant, full-time, Grade 08, Main Youth Services, from Information Services Assistant (Technology Emphasis), full-time, Grade 08, West Branch Library, effective March 10, 2024 at the rate of \$18.80 per hour.

LEAVE WITHOUT PAY

Beth Cole, Patron Services Assistant, 3/5-time, Grade 05, Miamisburg Branch Library, effective February 12, 2024 for 13.64 hours for illness.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Tiffany Shaw-Diaz, Annual Fund and Major Gifts Associate, full-time, Grade 07, External Relations, from Patron Services Assistant, 3/5-time, grade 05, West Carrollton Branch Library, effective March 10, 2024 at the rate of \$17.65 per hour.

RESIGNATION

Reuben Clements, Facilities Technician, full-time, Grade 09, Facilities, effective February 14, 2024.

Grant Crawford, Information Services Librarian, Substitute, Grade Sub 11, Main Youth Services, effective January 23, 2024.

Rae Elsen, Homework Help Assistant, full-time, Grade 09, Youth Services, effective March 1, 2024.

Sarah Hipple, Information Services Librarian, substitute, Grade Sub11, Information Services, effective February 24, 2024.

Julian Peasant III, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective February 16, 2024.

RETIREMENT

Sherry Walters, Patron Services Assistant, full-time, Grade 05, Patron Services, effective March 31, 2024, after more than 39 years of service.

TEMPORARY TRANSFER

Giselle Spurgeon, Children Services Librarian, full-time, Grade 11, Main Youth Services, from Children Services Librarian, full-time, Grade 11, Wilmington-Stroop Branch Library, effective March 10, 2024 at the rate of \$25.69 per hour.

GIFTS AND GRANTS

The following Gifts and Grants were approved by the Board.

GIFTS

\$125.00 from Susan Anable on February 16, 2024.
\$10.00 from Anthony Chambers on February 23, 2024.
\$50.00 from Allison Knight on February 26, 2024.
\$100.00 from Angelina Grosso on February 27, 2024.
\$22.00 from Rob Hardy on February 27, 2024.
\$50.00 from Karlos Marshall on February 27, 2024.
\$50.00 from James McQuinn in February 28, 2024.
\$50.00 from Karen D. Brame on February 29, 2024.
\$10,000.00 from Jean Barger Rice on March 1, 2024.
\$50.00 from Sharon Zellner on March 1, 2024.
\$50.00 from Gil Rutledge on March 4, 2024.
\$280.00 from Jeffrey Trzeciak on March 4, 2024.
\$50.00 from Amber Cristofaro on March 12, 2024.
\$50.00 from Allison Dugan on March 12, 2024.
\$50.00 from Susan Ellis on March 12, 2024.
\$50.00 from Paul Rankin on March 12, 2024.
\$50.00 from Camee Hart on March 13, 2024.

GRANTS

\$5,000.00 from Charles F. Kettering Foundation on February 21, 2024.

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 2024 were included in the Board folder. Hilary Ross Browning, 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>
2/16/2024	PLF	1,823,187.00	1,823,187.00		
2/2/2024	RE Taxes	282,313.94	151,690.55	130,623.39	Debt Service
2/9/2024	RE Taxes	1,032,199.74	540,550.76	491,648.98	Debt Service
2/16/2024	RE Taxes	2,209,768.66	1,184,122.29	1,025,646.37	Debt Service
2/23/2024	RE Taxes	3,100,087.44	1,698,079.38	1,402,008.06	Debt Service
Total		8,447,556.78	5,397,629.98	3,049,926.80	

Ms. Isom joined the meeting at 4:12 p.m.

On a motion by Mr. Williamson, seconded by Ms. Isom, the February 2024 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 2024 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. Woodhull, seconded by Ms. Cardona-Jones, 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, 2024, 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 2024

GENERAL FUND

1000 - Salaries and Benefits

\$25,434,807

2000 – Supplies	\$1,075,090
3000 - Purchased Services	\$7,573,696
4000 - Library Materials & Information	\$4,674,850
5000 - Capital Outlay	\$929,020
6000 - Debt Service	\$0
7000 - Other Objects	\$183,543
8000 – Contingency	\$0
9000 – Transfer Out	\$0
Total General Fund Appropriations	<u>\$39,871,006</u>

SPECIAL REVENUE FUND

2000- Supplies	\$35,500
3000- Purchased Services	\$128,380
5000- Capital Outlay	<u>\$283,000</u>
Total Special Revenue Appropriations	<u>\$291,212</u>

DEBT SERVICE FUND

3000 - Purchased Services	\$220,000
6000 – Debt Service	<u>\$10,067,499</u>
Total Debt Service Fund Appropriations	<u>\$10,287,499</u>

BUILDING & REPAIR FUND

3000 - Purchased Services	\$200,000
5000 - Capital Outlay	\$0
7000 - Miscellaneous	<u>\$0</u>
Total Building & Repair Fund Appropriations	<u>\$200,000</u>

TAXABLE CONSTRUCTION FUND

2000 – Supplies	\$ 10,000
3000 - Purchased Services	\$0
5000 - Capital Outlay	\$0
7000 - Miscellaneous	<u>\$20,000</u>
Total Taxable Construction Fund Appropriations	<u>\$30,000</u>

Total All Funds Appropriations **\$50,679,717**

A roll call vote was taken as follows:

- Ms. Geers: Aye
- Mr. Thomas: Aye
- Ms. Cardona-Jones: Aye
- Mr. Williamson: Aye
- Ms. Woodhull: Aye
- Ms. Isom: Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced Westly Davis, the new Accounting Manager, and Erin Winchester, the new Staff Development Manager.

Allison Knight, Youth Services Director, shared a presentation detailing some of the innovative literacy programming which is being conducted across the system. These include partnerships with Five Rivers Metro Parks, the First Chapter Book Club, and collaborations with authors and tie-ins to Minecraft.

Jeff Reid, Collection Development Librarian, shared a presentation regarding the Library's Roku collection. Though Dayton Metro Library was not the first library to introduce Roku lending, it currently has the largest Roku library collection in the country, and is helping other library systems to create their own Roku collections.

TRESPASS POLICY

The Executive Director recommended passage of the following new policy:

I. POLICY

It is the goal of the Dayton Metro Library to maintain a safe, crime free environment for patrons, staff, volunteers, and contractors. Anyone committing a crime on DML property will be served trespass papers and criminally trespassed.

II. DEFINITIONS

Crime: Any act that is against local, state or federal law.

Criminal trespassing: Entering onto or remaining on library property after having been served trespass papers. See ORC 2911.21.

Ban: Request that a patron leave for violating the library's code of conduct, typically for between 1 and 30 days. This is a request made by library staff or Safety and Protective Services contractors not by police or other officer of the law. See policy PS 313 Problems Involving Patron.

III. REGULATIONS

1. Anyone committing a crime on library property will be served trespass papers and trespassed.
2. Anyone who has been served trespass papers and returns to any library property while trespass is still in effect will be formally charged with criminal trespassing.
3. Questions or concerns about a trespass can be made to the Safety and Protective Services Director.

IV. PROCEDURES

1. After verifying that a crime has been committed, Safety and Protective Services (SPS) staff will contact police and have trespass papers served to the individual/s committing the crime.

2. Trespassed persons will be trespassed from all DML properties. After one year, they may request to have facility use privileges reinstated. SPS Director will convene a panel to review the request and respond to the patron. Questions and concerns from the trespassed person/s should be directed to the SPS Director.
3. SPS staff will ensure that the individual/s picture is sent to all public services managers.
4. Staff who see a trespassed person on the premise should immediately call DML Dispatch, who will save any recording of the person for verification and contact SPS management for approvals.
5. The SPS Director will convene a panel annually to review patrons that have been trespassed for at least one year to determine which may need to remain trespassed.
6. Staff questions about trespass policy should be directed to the SPS Director.

Following discussion of the distinction between trespasses and bans, the Board determined it would table the Trespass Policy for consideration in the April Board meeting, following further revision.

MOU WITH THE FOUNDATION

The Executive Director recommended approval of the following Memorandum of Understanding with the Dayton Metro Library Foundation:

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("the MOU") is entered into on this ____ day of _____ 2024 by and between the BOARD OF TRUSTEES of the DAYTON METRO LIBRARY ("the Library") and the BOARD OF DIRECTORS of the DAYTON METRO LIBRARY FOUNDATION ("the Foundation").

RECITALS

The Dayton Metro Library is a publicly funded and managed library system pursuant to the laws of the State of Ohio.

The Dayton Metro Library Foundation is an Ohio based non-profit corporation exempt from taxation pursuant to Internal Revenue Code section 501(c)3.

The Foundation was established in 2014 with a mission to enhance and expand the Dayton Metro Library's mission of Informing, Inspiring, and Empowering the citizens of Dayton and Montgomery County, Ohio.

The Foundation provides financial support through its annual appeal and other fundraising events for the benefit of the Library and its associated PAC Citizens for Good Libraries, which funding supports library collections, services, programs, and facilities.

Both parties desire to enter into this MOU to clearly articulate the roles, responsibilities, and expectations of their relationship and to clarify the services offered by the Library to the Foundation. The parties intend to create a positive and productive working relationship between the Library and the Foundation and to develop guidelines to align priorities, ensure open communication, reporting, and adherence to all applicable local, state, and federal laws.

This MOU articulates a relationship whereby the Foundation prioritizes:

1. alignment with the Library's vision and priorities,
2. acting as ambassador for the Library,
3. connecting the Library with potential donors, and
4. educating the community about the value and impact of philanthropy to the Library.

LIBRARY ROLES AND RESPONSIBILITIES

The Library Development Office will focus library efforts on the following:

1. corporate/institutional giving,
2. individual giving/major gifts including restricted, unrestricted and endowment gifts, and
3. planned giving.

To these ends, the Library will:

A. Communicate the Library's vision, mission, strategic plan, funding needs and annual priorities.

Annually, the Library will communicate to the Foundation the fundraising targets, goals, priorities, and funding levels of the Library, based on funding needs and the strategic plan, according to the following timeline:

1. **January** - Annual funding priorities will be communicated to the Foundation at the start of each calendar year at the January Foundation Board Meeting,
2. **February** - Library Administration will meet with the Foundation Advancement Committee and
 - a. based on funding priorities and the Library's own development activities and targets, the Library will present a fundraising target for the Foundation for the current year,
 - b. the Library will provide suggested strategies for the Foundation to reach the targets including the annual appeal and other activities as identified for the year,
 - c. the Foundation Advancement Committee will select a funding priority from the list provided by the Library and will coordinate all activities with the Library's Development Department.
3. **March** -The Foundation Advancement Committee will present the target, priority, and strategies for approval by the Foundation Board at the March Foundation Board meeting.

B. Create and share a case statement. The Library will create a 1-2-page Case Statement to be utilized by Library leaders and volunteer ambassadors to encourage philanthropic investments in library projects, programs, and the Library's mission.

C. Establish an annual calendar of events. Library Development staff will establish an annual list of events which clearly identifies opportunities for Foundation participation. These events include but are not limited to:

1. Donor appreciation events
2. Direct Mail appeal letters
3. Annual report distribution
4. Stewardship emails

D. Develop a marketing and communications plan. Library Development staff will provide a marketing and communications plan to be used by the Foundation in any fundraising activities.

E. Acknowledge any support provided by the Foundation. The Library Development staff will acknowledge any Foundation support of the Library in publicity and promotional materials.

F. Provide website and physical space: The Library will:

1. Provide space on the Library website for content provided by the Foundation and/or a link to the Foundation's website from the Library's homepage.
2. Provide meeting rooms to the Foundation in accordance with the Library Meeting Room Policy.

G. Provide staff support: The Library will provide staff support for Foundation activities as available and as determined by the Library. The Library's External Relations and Development Director will serve as a staff liaison to the Foundation and attend all meetings of the Foundation Board as Ex-Officio.

FOUNDATION ROLES AND RESPONSIBILITIES

Based on the fundraising targets, goals, priorities, and funding levels communicated by Library staff, the Foundation will:

1. develop and execute bi-annual appeals,
2. participate in all identified Library fund-raising activities,
3. promote library programs, services, and collections, and
4. advocate on behalf of the library.

To these ends, the Foundation will:

- A. In compliance with its bylaws, recruit sufficient Board members to fulfill the Foundation's mission and conduct its activities.
- B. Pay 5% of the Library Development Associate's annual compensation. The Associate's responsibilities shall include facilitating ongoing communications between the Library and the Foundation, attending meetings and programs, providing fundraising support as needed, assisting with the planning, executing, and evaluating all the Foundation's fundraising activities, collectively not to exceed 5% of their time.
- C. Coordinate with the Library in planning any events that take place in support of the Library.
- D. Reimburse the Library for operating expenses relating to Foundation fundraising activities, including but not limited to printing, catering, donor development and management fees, event expenses, postage, etc.
- E. Support the goals and objectives of the Library's mission and strategic plan, as well as the vision, priorities, and policies set forth by the Library Board of Trustees, by being informed advocates for the Library.
- F. Engage in an annual financial audit utilizing the audit firm that provides service to the Library to avoid duplication of audit services. The Foundation will maintain insurance coverage including Directors and Officers liability. The Foundation board of directors will prepare necessary government reports at its own expense, including IRS Form 990, and comply with the Foundation's articles of organization/incorporation, bylaws, and applicable federal and state laws and regulations, including those of the State Corporation Commission.
- G. Acknowledge that the Library has the sole authority to determine whether to accept or decline any gift or donations to the Library.
- H. Manage and maintain all financial records and provide the Library Development Director with a monthly statement on the first of each month that includes all income and expenditures. Income will include all gifts and the statement will include full donor information and donation amount. The Foundation is responsible for providing its' own accounting services.

PROCESS FOR COLLABORATION

The Library and the Foundation will work together to develop and maintain an ongoing collaborative relationship, and together actively seek out opportunities to support and build awareness of the Library and the Foundation in the community. Both parties will engage in an ongoing dialogue to facilitate communication and collaboration.

- A. The Library Board of Trustees will assign one Trustee to serve one-year terms as a liaison to the Foundation Board of Directors ("the Board Liaison"). The Board Liaison and the Library Director (or designate) will serve as non-voting ex-officio members of the Foundation board of directors and may attend meetings and provide updates. The Library Director (or designate) will serve as the liaison to the executive committee and may choose to assign a library liaison to serve on each of the Foundation's committees.
- B. The Library Director (or designate) will provide periodic presentations and information sessions to the Foundation.
- C. The Library retains full legal authority to pursue its own fundraising opportunities, fundraising partnerships, grants, and gifts that advance the Library's mission, priorities, and goals, in addition to those priorities and gifts addressed by Foundation funding.
- D. The Library Development Director will present any Funding request for Foundation funds in writing before the next regularly scheduled meeting of the Foundation Board. Upon approval of a request by the Foundation Board, the Foundation will issue a check within 10 days. Both parties understand that requests from the Library Development Director may constitute advance funding for certain projects and/or may constitute reimbursement for funds already expended by the Library.
- E. The Foundation will maintain and share all meeting minutes and agendas with the Library Development Director.
- F. The Library Board of Trustees will maintain and share all meeting minutes and agendas with the Foundation.
- G. The Foundation President (or designee) may attend Library Board of Trustee meetings and may make comments according to the guidelines established governing public comments.
- H. The Library and the Foundation will review this MOU at least annually, or as needed. Either party may request revisions and clarifications in writing.
- I. This Memo constitutes the entire understanding between the parties regarding the subject matter hereof and supersedes all other agreements, oral and/or written, between the parties hereto.

On a motion by Mr. Thomas, seconded by Ms. Woodhull, the Board approved the MOU with the Foundation.

Ayes: All
Nays: None

Mr. Williamson, the Liaison to the Foundation, noted that the Foundation's Board has not yet reviewed the MOU, and may return with revisions prior to their own approval.

NEW BUSINESS

President Thomas welcomed Ms. Kelly Geers to the Board.

Ms. Isom recognized National Women's History Month, International Women's History Day, and Equal Pay Day for Women. She acknowledged those who have come before who have pushed for equity and inclusion.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 17, 2024 at 4:00 p.m. in the Board Room at the Main Library.

EXECUTIVE SESSION

It was recommended that the Board go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(1) of the Ohio Revised Code to discuss employment of public employees.

Mr. Thomas made a motion for the Board to enter into Executive Session, Mr. Williamson seconded.

A **roll call** vote was taken as follows:

Ms. Geers: Aye
Mr. Thomas: Aye
Ms. Cardona-Jones: Aye
Mr. Williamson: Aye
Ms. Woodhull: Aye
Ms. Isom: Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:37 p.m. and returned to open session at 6:11 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.

The President announced that the Board has had occasion to consider the job performance of the Executive Director over the last year. The Board found that he has exceeded expectations. They are particularly pleased by his efforts with an EDI lens to program, staff and recruit employees to the Library. They also appreciate his efforts to work as a team with the members of his Cabinet as well as the other staff. The Board expects that his efforts in the coming year will reflect the importance of maintaining partnerships throughout the service area, and that he will maintain his focus on the financial health of the library, specifically to be thoughtful of meeting the needs of the financial challenges of the organization.

On a motion by Mr. Thomas, seconded by Mr. Williamson, the Board approved a 4% increase to the Executive Director's salary, an additional 6 days of annual vacation leave per year, as well as the Library's commitment to pay the Executive Director's OPERS contribution on his behalf, equivalent to 10% of his annual salary, all to be effective March 24, 2024.

Ayes: Five
Nays: None
Abstentions: One

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board adjourned at 6:12 p.m.

Ayes: All
Nays: None