

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 25, 2023, 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 21, 2022 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:

Camyel Young, Senior Acquisition Clerk, Collection Development, for the course "Information Sources and Reference", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Selection and Acquisition of Library Materials", Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

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 December 2022 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>
12/15/2022	RE Tax Settlement	1,746,524.00	1,746,524.00	-	-
				-	
	Total	1,746,524.00	1,746,524.00	-	

7. 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.

8. TUITION REIMBURSEMENT RATE - 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 2023.

9. EXECUTIVE DIRECTOR'S REPORT – INFORMATION

The Executive Director will introduce the following new staff members to the Board:

- Deansai Myers, Human Resources and Organizational Development Director
- Lauren Tappel, Development Director
- Shannon Schilling, Assistant Branch Library Manager, Northwest Branch
- Melissa Zimmerman, Assistant Branch Library Manager, Huber Heights Branch

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

10. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

11. EQUITY, DIVERSITY AND INCLUSION BOARD RESOLUTION- ACTION

The Executive Director recommends the passage of the following Resolution:

We, the Board of Trustees of the Dayton Metro Library, affirm that equity, diversity, and inclusion (EDI) are mission-critical by passing this Board resolution. We are committed to addressing the ever-evolving needs of our diverse community, staff members, and volunteers by advancing inclusive excellence.

This effort includes (but is not limited to) a structural (re)examination of our organizational philosophy, strategic priorities, culture and climate, (re)allocation of resources, policies and practices, services models and programs, marketing and communications. More specifically, we will place an increased emphasis on the following objectives in the immediate future:

- Expand required EDI training for all staff with additional professional development for individuals in leadership positions.
- Establish workforce inclusion initiatives to recruit, retain, and advance diverse staff members and volunteers, while cultivating spaces and support systems for belonging.
- Enhance collection diversity efforts to ensure our materials reflect the interests of the multicultural communities we serve, while attracting new patrons and developing readers.
- Expand programs that are culturally-relevant and responsive to community needs.
- Leverage technological resources for digital equity, and invest in automated functions to support the tracking of recruitment, retention, and promotion of diverse staff members.
- Develop an EDI scorecard to track and regularly report EDI progress.
- Expand supplier diversity efforts and establish procurement pathways.
- Enhance staffing capacity and organizational collaboration to support EDI efforts.
- Establish EDI training opportunities for volunteers, Board of Directors, Foundation Board of Directors, Friends of the Library, and Safety and Protective Services officers.
- Continuously monitor and revise policies that govern our public services and create barriers for patrons, staff members, or volunteers.

Our promise is to uphold the Library’s core value of access for all by advancing equity and social justice. This includes an unwavering commitment to systematically marginalized populations, communities, and neighborhoods, while continuously examining our role in perpetuating systems of injustice.

To that end, we uphold standards of the American Library Association’s Bill of Rights in high esteem to protect intellectual freedom and to establish the Dayton Metro Library as a book sanctuary. We also assert that it is our obligation as a publicly-funded library to ensure that Children Have the Right to Read.

We will continue to stay abreast of legislative trends and commit to working closely with our elected officials in advocacy roles.

12. NEW BUSINESS

13. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 15, 2023 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 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:

Josh Ashworth, IT Services Director, IT Services, to attend “Ohio Information Security Conference” being sponsored by Technology First and held in the Sinclair Ponitz Center on March 1, 2023. It is further recommended that registration in the amount of \$195.00 be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “Colorado Antiquarian Book Seminar” being sponsored by Antiquarian Book Seminars and held in Northfield, MN from July 9 until July 14, 2023. It is further recommended that registration in the amount of \$1,750.00, airfare in the amount of \$690.00, ground transportation in the amount of \$110.00, lodging in the amount of \$500.00, and meals in the amount of \$300.00 be reimbursed by the Board.

Katie DePew, Information Services Assistant, Miamisburg Branch Library, to participate in the “Responding to Uncomfortable Situations in the Library” webinar being sponsored by NEO on March 1, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Katie DePew, Information Services Assistant, Miamisburg Branch Library, to participate in the “Becoming Good Library Ambassadors” webinar being sponsored by NEO on January 19, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend “Joint Conference of Librarians of Color” being sponsored by JCLC in St. Pete Beach, FL, from February 8 through February 12, 2023. It is further recommended that registration in the amount of \$60.00, airfare in the amount of \$225.00, ground transportation in the amount of \$110.00, parking in the amount of \$60.00, lodging in the amount of \$2,600.00, and meals in the amount of \$240.00 be reimbursed by the Board.

Sanghyun Lee, Children Services Librarian, Miami Township Branch Library, to attend “Summer Planning Conference 2023” being sponsored by SWON Library and held in the Children’s Theatre of Cincinnati on January 19, 2023. It is further recommended that registration in the amount of \$20.00, and mileage in the amount of \$69.43 be reimbursed by the Board.

Dr. Karlos L. Marshall, Director, Equity, Diversity and Inclusion, Executive Administration, to attend “Joint Conference of Librarians of Color” being sponsored by JCLC in St. Pete Beach, FL, from February 8 through February 12, 2023. It is further recommended that registration in the amount of \$535.00, airfare in the amount of \$400.00, ground transportation in the amount of \$110.00, lodging in the amount of \$2,600.00, and meals in the amount of \$240.00 be reimbursed by the Board.

Deansai Myers, Human Resources and Organizational Development Director, Human Resources, to attend “Life in the Fast Lane” being sponsored by OHPELRA in Lewis Center, OH from February 5 through February 7, 2023. It is further recommended that registration in the amount of \$399.00, mileage in the amount of \$116.38, parking in the amount of \$30.00, and lodging in the amount of \$165.00 be reimbursed by the Board.

Robert Owens, Assistant Branch Library Manager, Southeast Branch Library, to participate in the “Coaching Skills for Library Leaders: Confident Conversations for Staff Development, Improvement, and Change” webinar being sponsored by ALA on January 26, 2023. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Austin Bearinger, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Northwest Branch Library, effective January 15, 2023 at the rate of \$18.25 per hour.

Tracy Borders, Information Services Assistant, 4/5-time, Grade 08, Huber Heights Branch Library, effective January 15, 2023 at the rate of \$18.25 per hour.

Katie DePew, Information Services Assistant, Grade 08, full-time, Miamisburg Branch Library, effective January 1, 2023 at the rate of \$18.07 per hour.

Paulette Floyd, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective January 1, 2023 at the rate of \$13.52 per hour.

Johnathan Johnson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 15, 2023 at the rate of \$19.00 per hour.

Kevin Jones, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 15, 2023 at the rate of \$19.00 per hour.

Rod Keeton, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 1, 2023 at the rate of \$19.00 per hour.

Laurel Spangler, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 1, 2023 at the rate of \$13.52 per hour.

Lauren Tappel, Development Director, full-time, Grade S08, External Relations, effective January 1, 2023 at the rate of \$36.0577 per hour.

Jacqueline Turner, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective January 1, 2023 at the rate of \$13.52 per hour.

Carol Williamson, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective January 15, 2023 at the rate of \$14.06 per hour.

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

Nawal Hijazi, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, from Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, effective January 15, 2023 at the rate of \$18.25 per hour.

Haylee Hunt, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Huber Heights Branch Library, from Information Services Assistant (Technology

Emphasis), full-time, Grade 08, Electra C. Doren Branch Library, effective January 23, 2023 at the rate of \$18.07 per hour.

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

Janice Williams, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, from Information Services Assistant, Substitute, Grade Sub08, Outreach Services, effective January 15, 2023 at the rate of \$15.80 per hour.

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

Claire Watson, Patron Services Assistant, full-time, Grade 05, Wilmington-Stroop Branch Library, from Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective February 12, 2023 at the rate of \$15.95 per hour.

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

David Hicks, Interim Deputy Executive Director, full-time, Grade S15, Executive Administration, from Public Services Director, full-time, Grade S11, Public Services, effective January 1, 2023 at the rate of \$61.5072 per hour.

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

Teresa Curtis-Morrow, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective January 5, 2023 for 55 days for personal reasons.

Keress Weidner, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective December 27, 2022 for 24 hours for vacation.

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

Megs Francis, Staff Development Manager, full-time, Grade S07, Human Resources, from Teen Services Librarian, full-time, Grade 11, Main Youth Services, effective January 29, 2023 at the rate of \$26.4423 per hour.

Rebecca Powell, Human Resources Assistant, full-time, Grade CE4, Human Resources, from Patron Services Assistant, full-time, Grade 05, Patron Services, effective February 12, 2023 at the rate of \$19.84 per hour.

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

Ray Meade, Information Services Assistant, substitute, Grade Sub08, Information Services, effective January 19, 2023.

Carolyn Rector, Patron Services Assistant, full-time, Grade 05, Southeast Branch Library, effective January 7, 2023.

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

Paul Brown, Patron Services Assistant, 2/5-time, Grade 05, Northmont Branch Library, effective December 9, 2022.

Steven Jackson, Systems Technician, full-time, Grade 08, Information Technology Services, effective December 12, 2022.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 25, 2023, 4:00 p.m.

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

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

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

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. Woodhull, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Williamson, seconded by Ms. Holihan, the minutes of the Board meeting of December 21, 2022 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Josh Ashworth, IT Services Director, IT Services, to attend “Ohio Information Security Conference” being sponsored by Technology First and held in the Sinclair Ponitz Center on March 1, 2023. It is further recommended that registration in the amount of \$195.00 be reimbursed by the Board.

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PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Austin Bearinger, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Northwest Branch Library, effective January 15, 2023 at the rate of \$18.25 per hour.

Tracy Borders, Information Services Assistant, 4/5-time, Grade 08, Huber Heights Branch Library, effective January 15, 2023 at the rate of \$18.25 per hour.

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CHANGE IN LOCATION

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CHANGE IN HOURS, CHANGE IN POSITION

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CHANGE IN HOURS, CHANGE IN LOCATION

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INTERIM CHANGE IN POSITION

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LEAVE WITHOUT PAY

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PROMOTION, CHANGE IN LOCATION

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Rebecca Powell, Human Resources Assistant, full-time, Grade CE4, Human Resources, from Patron Services Assistant, full-time, Grade 05, Patron Services, effective February 12, 2023 at the rate of \$19.84 per hour.

RESIGNATION

Ray Meade, Information Services Assistant, substitute, Grade Sub08, Information Services, effective January 19, 2023.

Carolyn Rector, Patron Services Assistant, full-time, Grade 05, Southeast Branch Library, effective January 7, 2023.

TERMINATION

Paul Brown, Patron Services Assistant, 2/5-time, Grade 05, Northmont Branch Library, effective December 9, 2022.

Steven Jackson, Systems Technician, full-time, Grade 08, Information Technology Services, effective December 12, 2022.

TUITION REIMBURSEMENT

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

Camyl Young, Senior Acquisition Clerk, Collection Development, for the course "Information Sources and Reference", Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course "Selection and Acquisition of Library Materials", Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total of \$4,422.00.

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 December 2022 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments

<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
12/15/2022	RE Tax Settlement	1,746,524.00	1,746,524.00	-	-
Total		1,746,524.00	1,746,524.00	-	-

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

Ayes: All
Nays: None

ANNUAL CONTRIBUTION TO DAYTON SOCIETY OF NATURAL HISTORY

The Executive Director recommended 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.

The Dayton Society of Natural History sent a letter explaining that this funding would be allocated to digitize their collections. This letter was sent in response to a Board request to ensure that this funding is aligned with the Dayton Metro Library mission. Similar letters are to be expected before approval of this continued funding each year.

On a motion by Mr. Jackson, seconded by Mr. Williamson, the Board approved annual support of the Dayton Society of Natural History in the amount of \$15,000.

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 Mr. Williamson, the Board approved reimbursement of 75% of all eligible tuition expenses for calendar year 2023 regardless of the number of employees participating in the program.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director gave an update on some strategic initiatives, with an emphasis on evaluating library services compared with 2019, the final full year before services were impacted by the coronavirus pandemic.

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. Northmont successfully opened January 7, 2023, leaving Huber Heights as the final unfinished project. Huber Heights is 75% complete, with an anticipated TCO of April 2023.

EQUITY, DIVERSITY AND INCLUSION BOARD RESOLUTION

Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, presented and explained the following Resolution to the Board:

We, the Board of Trustees of the Dayton Metro Library, affirm that equity, diversity, and inclusion (EDI) are mission-critical by passing this Board resolution. We are committed to addressing the ever-evolving needs of our diverse community, staff members, and volunteers by advancing inclusive excellence.

This effort includes (but is not limited to) a structural (re)examination of our organizational philosophy, strategic priorities, culture and climate, (re)allocation of resources, policies and practices, services models and programs, marketing and communications. More specifically, we will place an increased emphasis on the following objectives in the immediate future:

- Expand required EDI training for all staff with additional professional development for individuals in leadership positions.
- Establish workforce inclusion initiatives to recruit, retain, and advance diverse staff members and volunteers, while cultivating spaces and support systems for belonging.
- Enhance collection diversity efforts to ensure our materials reflect the interests of the multicultural communities we serve, while attracting new patrons and developing readers.
- Expand programs that are culturally-relevant and responsive to community needs.
- Leverage technological resources for digital equity, and invest in automated functions to support the tracking of recruitment, retention, and promotion of diverse staff members.
- Develop an EDI scorecard to track and regularly report EDI progress.
- Expand supplier diversity efforts and establish procurement pathways.
- Enhance staffing capacity and organizational collaboration to support EDI efforts.
- Establish EDI training opportunities for volunteers, Board of Directors, Foundation Board of Directors, Friends of the Library, and Safety and Protective Services officers.
- Continuously monitor and revise policies that govern our public services and create barriers for patrons, staff members, or volunteers.

Our promise is to uphold the Library’s core value of access for all by advancing equity and social justice. This includes an unwavering commitment to systematically marginalized populations, communities, and neighborhoods, while continuously examining our role in perpetuating systems of injustice.

To that end, we uphold standards of the American Library Association’s Bill of Rights in high esteem to protect intellectual freedom and to establish the Dayton Metro Library as a book sanctuary. We also assert that it is our obligation as a publicly-funded library to ensure that Children Have the Right to Read.

We will continue to stay abreast of legislative trends and commit to working closely with our elected officials in advocacy roles.

On a motion by Ms. Holihan, seconded by Ms. Woodhull, the Equity, Diversity and Inclusion Resolution was approved by the Board.

Ayes: All
Nays: None

NEW BUSINESS

President Thomas congratulated the Library on the successful Grand Opening of the Northmont Branch, and thanked all involved staff.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 15, 2023 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) to discuss appointment of a public employee.

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

Ms. Woodhull, Aye
Mr. Williamson, Aye
Ms. Holihan, Aye
Mr. Thomas, Aye
Mr. Jackson, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 5:06 p.m. and returned to open session at 5:58 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code.

ADJOURNMENT

On a motion by Ms. Holihan, seconded by Ms. Woodhull, the Board adjourned at 5:58 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 15, 2023, 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 25, 2023 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 January 2023 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>
1/13/2023	PLF	\$1,652,003.18	\$1,652,003.18	-	
1/27/2023	RE Tax Receipts	\$378,761.77	\$204,159.98	\$174,601.79	Debt Service
Total		\$2,030,764.95	\$1,856,163.16	\$174,601.79	

7. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

The Executive Director will introduce the following new managers to the Board:

- Jay Eckley, Accounting Manager
- Megs Francis, Staff Development Director
- Angela Jones, Vandalia Branch Manager
- Luke Lawson, Protective Services Manager

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

- Black History Month Programming –Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, Mariah Johnson, Cultural Programming Manager, and Angel Curry, Information Services Assistant and Chair of the Black Heritage Committee
- ODE Grant Update-Cindy Woodruff, Homework Help Manager
- Teen Services Update- Allison Knight, Youth Services Director

8. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE – INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

9. RESOLUTION DECLARING DAYTON METRO LIBRARY AND ALL BRANCHES BOOK SANCTUARIES- ACTION

The Executive Director recommends that the Board approve the following Resolution:

Whereas Dayton Metro Library recognizes that the Library has a responsibility to protect and promote the patron’s right to read, view, or listen to materials and resources protected by the First Amendment, no matter the viewpoint of the author, creator, or selector;

Whereas the Library provides informational, recreational, and educational support to a diverse population, and the Board of Trustees directs that the Library be inclusive rather than exclusive in developing its collections;

Whereas the Library will provide access to information across the broadest spectrum of disciplines and points of view without directly or indirectly banning or censoring any material that otherwise meets the stipulations of Library policy;

Whereas the Library recognizes that Library users make their own choices as to what materials they will use based on individual interests and concerns and that the Library should not exclude materials on the grounds that they may be deemed offensive by others or inappropriate for children;

Whereas the Library’s collection is available to all in the community with decisions about the suitability of any materials for minor children being the responsibility of their parents or legal guardians; and

Whereas the Library assumes no responsibility for restricting any patron’s access to items in the collection; now, therefore, be it

Resolved, that on the fifteenth day of February, two thousand twenty-three, the Members of the Board of Trustees of the Dayton Metro Library formally designate Dayton Metro Library and all its Branches as Book Sanctuaries; and

Be it Further Resolved, that the Dayton Metro Library will collect and ensure access to endangered Library materials, and protect Library materials from bans and censorship.

10. DISPOSAL OF LIBRARY FURNITURE THAT IS BEYOND REPAIR- ACTION

The Board of Trustees authorizes the Facilities staff of Dayton Metro Library to dispose of furniture that has been broken beyond repair or soiled beyond use or public resale by

transporting the items to the Montgomery County Solid Waste facility. This action requires the agreement of both the Facilities Manager or Maintenance Manager and a Public Service Director that an item should be disposed of rather than cleaned, repaired, or offered for public sale.

11. NEW BUSINESS

12. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, March 15, 2023 at 4:00 p.m. in the Community Room at the Main Library.

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:

Martha Ballinger, Information Services Librarian, Special Collections, to participate in “Spanish for Librarians” on-demand self-paced webinar being sponsored by University of Wisconsin. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board.

Debi Chess, External Relations and Development Director, External Relations, and Lauren Tappel, Development Director, External Relations, to attend “Ask the Foundations” being sponsored by Miami Valley Nonprofit Collaborative and held in Montgomery County Business Solutions Center on February 24, 2023. It is further recommended that registration in the amount of \$15.00 each be reimbursed by the Board.

Amber Cristafaro, Early Literacy Coordinator, Youth Services, to attend “OLC Youth Services Conference” being sponsored by OLC and held in Salt Fork Park Lodge and Conference Center in Cambridge, OH, on March 30, 2023. It is further recommended that mileage in the amount of \$218.77 and registration in the amount of \$150.00 be reimbursed by the Board.

Desiree Davey, Technology Development Manager, IT, to attend “Computers in Libraries 2023” being sponsored by Information Today in Arlington, VA, from March 27 through March 30, 2023. It is further recommended that registration in the amount of \$849.00, airfare in the amount of \$453.36, lodging in the amount of \$1,188.66, and meals in the amount of \$240.00 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend “Joint Conference of Librarians of Color” being sponsored by JCLC in St. Pete Beach, FL, from February 8 through February 12, 2023. It is further recommended that registration in the amount of \$60.00, airfare in the amount of \$30.65, ground transportation in the amount of \$110.00, parking in the amount of \$60.00, lodging in the amount of \$1,293.85, and meals in the amount of \$240.00 be reimbursed by the Board.

Amy Hare, Patron Services Assistant, Miami Township Branch Library, to participate in “Responding to Uncomfortable Situations in the Library Setting” webinar being sponsored by NEO on March 1, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Katie Indoe, Programming Assistant, Youth Services, to attend “Solar Eclipse for Libraries Workshop” being sponsored by SEAL and held in the State Library of Ohio on March 14, 2023. It is further recommended that registration in the amount of \$93.15 be reimbursed by the Board.

Dr. Karlos L. Marshall, Director, Equity, Diversity and Inclusion, Executive Administration, to attend “Joint Conference of Librarians of Color” being sponsored by JCLC in St. Pete Beach, FL, from February 8 through February 12, 2023. It is further recommended that registration in the amount of \$535.00, airfare in the amount of \$956.40, ground transportation in the amount of \$110.00, lodging in the amount of \$1,293.85, and meals in the amount of \$240.00 be reimbursed by the Board.

Hannah Priebe, Information Services Assistant, Vandalia Branch Library, and Tom Underwood, Information Services Assistant, Vandalia Branch Library, to participate in “Serving Deaf Patrons in the Library” webinar being sponsored by ALA from March 22 to March 23, 2023. It is further recommended that registration in the amount of \$129.00 each be reimbursed by the Board.

Holly Richards, Collection Development Director, Collection Development, to participate in “Equity, Diversity, and Inclusion in Cataloging and Technical Services” webinar being sponsored by Amigos Library Services on February 8, 2023. It is further recommended that registration in the amount of \$249.00 be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Public Library Safety Summit” being sponsored by Library Journal and held in Columbus Metropolitan Library from April 27 to April 28, 2023. It is further recommended that registration in the amount of \$300.24, mileage in the amount of \$93.01, lodging in the amount of \$752.95, and meals in the amount of \$60.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Frances Crawford, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective February 12, 2023 at the rate of \$15.64 per hour.

Janice Kohn, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective January 29, 2023 at the rate of \$14.06 per hour.

Luke Lawson, Protective Services Manager, full-time, Grade S07, Safety and Protective Services, effective January 29, 2023 at the rate of \$28.8462 per hour.

Serenity West, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective February 12, 2023 at the rate of \$14.06 per hour.

Ada Wood, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective January 29, 2023 at the rate of \$14.06 per hour.

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

Wendy Torrence, Children Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, from Children Services Librarian, substitute, Grade Sub11, Northmont Branch Library, effective January 29, 2023 at the rate of \$18.44 per hour.

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

Melissa Groveman, Information Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective February 12, 2023 from Information Services Librarian, full-time, Grade 11, Information Services, at the rate of \$29.80 per hour.

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

Katie DePew, Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, effective February 2, 2023 for 6.76 hours for illness.

Allie Thiele, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective March 10, 2023 for 48 hours for personal reasons.

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

Andrea Atkinson, Information Services Librarian, Substitute, Grade Sub11, Cataloging, effective September 23, 2022.

Nancy Bruck, Information Services Librarian, Substitute, Grade Sub11, Information Services, effective December 23, 2022.

Judy Campbell-White, Information Services Assistant, Substitute, Grade Sub08, Youth Services, effective July 28, 2022.

Kevin Jones, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 25, 2023.

Rod Keeton, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 26, 2023.

Deneka Lemaster, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective August 26, 2022.

Eileen O'Connor-Ramsey, Information Services Librarian, Substitute, Grade Sub11, New Lebanon Branch Library, effective August 25, 2022.

Tory Tomlinson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective February 3, 2023.

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

Kimber Fox, Main Library Manager, full-time, Grade S10, Public Services Administration, effective February, 24, 2023.

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

Melissa Kreitzer, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 10, 2023.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 15, 2023, 4:00 p.m.

PRESENT: Jeanne Holihan, Ronald Jackson, David Williamson
Nolan Thomas, Sara Woodhull, Carl Kennebrew

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

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

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. Holihan, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Mr. Jackson, the minutes of the Board meeting of January 25, 2023 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Kennebrew, 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:

Martha Ballinger, Information Services Librarian, Special Collections, to participate in “Spanish for Librarians” on-demand self-paced webinar being sponsored by University of Wisconsin. It is further recommended that registration in the amount of \$100.00 be reimbursed by the Board.

Debi Chess, External Relations and Development Director, External Relations, and Lauren Tappel, Development Director, External Relations, to attend “Ask the Foundations” being sponsored by Miami Valley Nonprofit Collaborative and held in Montgomery County Business Solutions Center on February 24, 2023. It is further recommended that registration in the amount of \$15.00 each be reimbursed by the Board.

Amber Cristafaro, Early Literacy Coordinator, Youth Services, to attend “OLC Youth Services Conference” being sponsored by OLC and held in Salt Fork Park Lodge and Conference Center in Cambridge, OH, on March 30, 2023. It is further recommended that mileage in the amount of \$218.77 and registration in the amount of \$150.00 be reimbursed by the Board.

Desiree Davey, Technology Development Manager, IT, to attend “Computers in Libraries 2023” being sponsored by Information Today in Arlington, VA, from March 27 through March 30, 2023. It is further recommended that registration in the amount of \$849.00, airfare in the amount of \$453.36, lodging in the amount of \$1,188.66, and meals in the amount of \$240.00 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend “Joint Conference of Librarians of Color” being sponsored by JCLC in St. Pete Beach, FL, from February 8 through February 12, 2023. It is further recommended that registration in the amount of \$60.00, airfare in the amount of \$30.65, ground transportation in the amount of \$110.00, parking in the amount of \$60.00, lodging in the amount of \$1,293.85, and meals in the amount of \$240.00 be reimbursed by the Board.

Amy Hare, Patron Services Assistant, Miami Township Branch Library, to participate in “Responding to Uncomfortable Situations in the Library Setting” webinar being sponsored by NEO on March 1, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Katie Indoe, Programming Assistant, Youth Services, to attend “Solar Eclipse for Libraries Workshop” being sponsored by SEAL and held in the State Library of Ohio on March 14, 2023. It is further recommended that registration in the amount of \$93.15 be reimbursed by the Board.

Dr. Karlos L. Marshall, Director, Equity, Diversity and Inclusion, Executive Administration, to attend “Joint Conference of Librarians of Color” being sponsored by JCLC in St. Pete Beach, FL, from February 8 through February 12, 2023. It is further recommended that registration in the amount of \$535.00, airfare in the amount of \$956.40, ground transportation in the amount of \$110.00, lodging in the amount of \$1,293.85, and meals in the amount of \$240.00 be reimbursed by the Board.

Hannah Priebe, Information Services Assistant, Vandalia Branch Library, and Tom Underwood, Information Services Assistant, Vandalia Branch Library, to participate in “Serving Deaf Patrons in the Library” webinar being sponsored by ALA from March 22 to March 23, 2023. It is further recommended that registration in the amount of \$129.00 each be reimbursed by the Board.

Holly Richards, Collection Development Director, Collection Development, to participate in “Equity, Diversity, and Inclusion in Cataloging and Technical Services” webinar being sponsored by Amigos Library Services on February 8, 2023. It is further recommended that registration in the amount of \$249.00 be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Public Library Safety Summit” being sponsored by Library Journal and held in Columbus Metropolitan Library from April 27 to April 28, 2023. It is further recommended that registration in the amount of \$300.24, mileage in the amount of \$93.01, lodging in the amount of \$752.95, and meals in the amount of \$60.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Frances Crawford, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective February 12, 2023 at the rate of \$15.64 per hour.

Janice Kohn, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective January 29, 2023 at the rate of \$14.06 per hour.

Luke Lawson, Protective Services Manager, full-time, Grade S07, Safety and Protective Services, effective January 29, 2023 at the rate of \$28.8462 per hour.

Serenity West, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective February 12, 2023 at the rate of \$14.06 per hour.

Ada Wood, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective January 29, 2023 at the rate of \$14.06 per hour.

CHANGE IN LOCATION

Wendy Torrence, Children Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, from Children Services Librarian, substitute, Grade Sub11, Northmont Branch Library, effective January 29, 2023 at the rate of \$18.44 per hour.

INTERIM CHANGE IN LOCATION

Melissa Groveman, Information Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective February 12, 2023 from Information Services Librarian, full-time, Grade 11, Information Services, at the rate of \$29.80 per hour.

LEAVE WITHOUT PAY

Katie DePew, Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, effective February 2, 2023 for 6.76 hours for illness.

Allie Thiele, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective March 10, 2023 for 48 hours for personal reasons.

RESIGNATION

Andrea Atkinson, Information Services Librarian, Substitute, Grade Sub11, Cataloging, effective September 23, 2022.

Nancy Bruck, Information Services Librarian, Substitute, Grade Sub11, Information Services, effective December 23, 2022.

Judy Campbell-White, Information Services Assistant, Substitute, Grade Sub08, Youth Services, effective July 28, 2022.

Kevin Jones, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 25, 2023.

Rod Keeton, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 26, 2023.

Deneka Lemaster, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective August 26, 2022.

Eileen O'Connor-Ramsey, Information Services Librarian, Substitute, Grade Sub11, New Lebanon Branch Library, effective August 25, 2022.

Tory Tomlinson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective February 3, 2023.

RETIREMENT

Kimber Fox, Main Library Manager, full-time, Grade S10, Public Services Administration, effective February, 24, 2023.

TERMINATION

Melissa Kreitzer, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 10, 2023.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Judge Barbara Gorman provided an update from the Dayton Metro Library Foundation. The Foundation donated over \$206,000 to DML in 2022, and the Foundation Board looks forward to crafting a new MOU with DML in the coming weeks. The Foundation added 5 new Board members in January. A Strategic Planning Retreat for the Foundation will soon be scheduled, to which David Williamson, DML’s Board liaison to the Foundation Board, shall be invited. The Foundation is looking to find ways to honor the Somers Fund’s intent to be used for the Kettering-Moraine branch, while also remaining mindful of the system at large. The Foundation reports that it is in excellent financial condition, and enjoyed a wildly successful appeal campaign.

Barbara Hayde, the Foundation Board’s liaison to the DML Board, plans to speak at the March 15, 2023 meeting with a further update.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for January 2023 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>
1/13/2023	PLF	\$1,652,003.18	\$1,652,003.18	-	
1/27/2023	RE Tax Receipts	\$378,761.77	\$204,159.98	\$174,601.79	Debt Service
Total		\$2,030,764.95	\$1,856,163.16	\$174,601.79	

On a motion by Mr. Kennebrew, seconded by Ms. Woodhull, the January 2023 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director provided an update on library statistics and usage, as well as an overview of the methods the Library will use to address needs moving forward.

The Executive Director also introduced the following new managers: Jay Eckley, Accounting

Manager, Megs Francis, Staff Development Manager, Angela Jones, Vandalia Branch Library Manager, and Luke Lawson, Protective Services Manager.

Mariah Johnson, Cultural Programming Manager, and Angel Curry, Information Services Assistant, provided an update on the programs planned for Black History Month, as well as upcoming cultural programming initiatives.

Cindy Woodruff, Homework Help Manager, informed the Board that a recent Ohio Department of Education Grant will enable the Library to expand from 4 to 10 Homework Help Centers across the system, as well as enabling the Kindergarten Club which was piloted at the Miamisburg Branch to be implemented system-wide, starting in the summer of 2023. The grant runs until September 2024, and it is projected to impact over 8,900 students in Montgomery County. She thanked the Board and Administration for their support of the Homework Help initiative.

Allison Knight, Youth Services Director, provided a presentation detailing the rise of library usage amongst teens, who have helped drive the system's return to near pre-covid levels of circulation, programming and door counts. She also shared the lessons learned at the Southeast Branch, and the ways in which these are being implemented proactively across the system to foster safe and productive spaces for teens and other patrons.

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. Huber Heights is 80% complete, with an anticipated TCO of April 2023.

RESOLUTION ESTABLISHING DAYTON METRO LIBRARY AND ALL BRANCHES BOOK SANCTUARIES

The Executive Director recommended that the Board pass the following Resolution:

Whereas Dayton Metro Library recognizes that the Library has a responsibility to protect and promote the patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter the viewpoint of the author, creator, or selector;

Whereas the Library provides informational, recreational, and educational support to a diverse population, and the Board of Trustees directs that the Library be inclusive rather than exclusive in developing its collections;

Whereas the Library will provide access to information across the broadest spectrum of disciplines and points of view without directly or indirectly banning or censoring any material that otherwise meets the stipulations of Library policy;

Whereas the Library recognizes that Library users make their own choices as to what materials they will use based on individual interests and concerns and that the Library should not exclude materials on the grounds that they may be deemed offensive by others or inappropriate for children;

Whereas the Library's collection is available to all in the community with decisions about the suitability of any materials for minor children being the responsibility of their parents or legal guardians; and

Whereas the Library assumes no responsibility for restricting any patron's access to items in the collection; now, therefore, be it

Resolved, that on the fifteenth day of February, two thousand twenty-three, the Members of the Board of Trustees of the Dayton Metro Library formally designate Dayton Metro Library and all its Branches as Book Sanctuaries; and

Be it Further Resolved, that the Dayton Metro Library will collect and ensure access to endangered Library materials, and protect Library materials from bans and censorship

On a motion by Mr. Williamson, seconded by Ms. Holihan, the Resolution Declaring Dayton Metro Library and all Branches Book Sanctuaries was approved by the Board.

Ayes: All
Nays: None

DISPOSAL OF LIBRARY FURNITURE THAT IS BEYOND REPAIR

The Executive Director recommended that the Board pass the following Board action:

The Board of Trustees authorizes the Facilities staff of Dayton Metro Library to dispose of furniture that has been broken beyond repair or soiled beyond use or public resale by transporting the items to the Montgomery County Solid Waste facility. This action requires the agreement of both the Facilities Manager or Maintenance Manager and a Public Service Director that an item should be disposed of rather than cleaned, repaired, or offered for public sale.

On a motion by Mr. Kennebrew, seconded by Mr. Williamson, the Board action was approved by the Board.

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, March 15, 2023 at 4:00 p.m. in the Community Room at the Main Library.

ADJOURNMENT

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

Ayes: All
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 15, 2023, 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 15, 2023 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 2023 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
2/3/2023	RE Tax Receipts	964,187.01	520,344.05	443,842.96	Debt Service
2/10/2023	RE Tax Receipts	1,477,071.88	797,730.97	679,340.91	Debt Service
2/14/2023	PLF	1,924,091.80	1,924,091.80	-	
2/17/2023	RE Tax Receipts	1,720,672.39	925,862	794,810.69	Debt Service
2/24/2023	RE Tax Receipts	3,410,745	1,847,491	1,563,253.97	Debt Service
	Total	9,496,768.49	6,015,519.96	3,481,248.53	

7. FINAL APPROPRIATION RESOLUTION - ACTION

Enclosed with the Agenda is the recommended Final Appropriation Resolution for 2023 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, 2023, 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 2023

GENERAL FUND

1000 - Salaries and Benefits	\$24,332,863
2000 – Supplies	\$1,155,375
3000 - Purchased Services	\$7,358,484
4000 - Library Materials & Information	\$5,144,000
5000 - Capital Outlay	\$1,774,400
6000 - Debt Service	\$0
7000 - Other Objects	\$212,077
8000 – Contingency	\$0
9000 - Transfers to other funds	<u>\$0</u>
Total General Fund Appropriations	<u>\$39,977,199</u>

DEBT SERVICE FUND

3000 - Purchased Services	\$220,000
6000 – Debt Service	<u>\$10,166,196</u>
Total Debt Service Fund Appropriations	<u>\$10,386,196</u>

BUILDING & REPAIR FUND

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

TAXABLE CONSTRUCTION FUND

2000 – Supplies	\$ 5,000
3000 - Purchased Services	\$500,000
5000 - Capital Outlay	\$5,270,000
7000 - Miscellaneous	<u>\$5,000</u>
Total Taxable Construction Fund Appropriations	<u>\$5,780,000</u>

Total All Funds Appropriations \$64,194,395

A **roll call vote** of the Trustees is required.

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

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

- House Bill 1- Adam Schwiebert
- Theft of Library Materials- Holly Richards
- Proposed shuttle service for West Branch Library-Jeffrey Trzeciak

The Executive Director will introduce Christian Elder, Youth Services Manager.

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 19, 2023 at 4:00 p.m. in the Community Room at the Main Library.

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 employee.

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:

Debi Chess, External Relations and Development Director, External Relations, to attend “International Public Library Fundraising Conference” being sponsored by IPLF and held in Austin, TX from June 11, 2023 through June 13, 2023. It is further recommended that registration in the amount of \$254.68, airfare in the amount of \$463.60, ground transportation in the amount of \$48.70, parking in the amount of \$40.00, and lodging in the amount of \$1,221.43 be reimbursed by the Board.

Debi Chess, External Relations and Development Director, External Relations, and Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Course for Nonprofit Leaders” being sponsored by the Mathile Foundation and held in Tipp City, OH from February 21, 2023 through February 22, 2023. Registration for this event has been covered by the Mathile Foundation, but it is recommended that mileage in the amount of \$38.00 each be reimbursed by the Board.

Jasmine Clay, Officer, Safety and Protective Services, and Johnathan Johnson, Officer, Safety and Protective Services, to attend “Adult First Aid/CPR/AED-BL-r.21” sponsored by American Red Cross and held in Dayton, OH on March 23, 2023. It is further recommended that registration in the amount of \$97.00 each be reimbursed by the Board.

Desiree Davey, Technology Development Manager, Information Technology Services, and Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, to attend “Innovative User’s Group Conference 2023” being sponsored by IUG and held in Phoenix, AZ from May 10, 2023 until May 13, 2023. It is further recommended that registration in the amount of \$400.00 each, airfare in the amount of \$570.71 each, ground transportation in the amount of \$57.60 each, parking in the amount of \$50.00 each, and lodging in the amount of \$963.60 each, and meals in the amount of \$180.00 each be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to participate in “Fundamentals of Collection Assessment 2023- Session 2.0” webinar being sponsored by ALA-Core beginning March 27, 2023 and ending May 5, 2023. It is further recommended that registration in the amount of \$224.10 be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to participate in “Increasing Confidence as an In-Charge Person” webinar being sponsored by Northeast Ohio Regional Library System on March 28, 2023. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to participate in “Queer Theory Crash Course: Strategies to Resist Anti-LGBTQIA+ Policy” webinar being sponsored by Library Journal on April 18, 2023. It is further recommended that registration in the amount of \$84.99 be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to participate in “Serving Deaf Patrons in the Library” webinar being sponsored by ALA and held March 22, 2023. It is further recommended that registration in the amount of \$116.10 be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to participate in “Marketing and Outreach Strategies to Engage Your Community” webinar being sponsored by Library Journal beginning March 23, 2023 and ending April 6, 2023. It is further recommended that registration in the amount of \$231.99 be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, and Cheryl Weaver, Patron Services Assistant, Miami Township Branch Library, to participate in “Responding to Uncomfortable Situations in Library Settings” webinar being sponsored by NEO on March 1, 2023. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Camille Hall, Business Services Specialist, Information Services, to participate in “Reference Interview 101” webinar being sponsored by RUSA beginning April 4, 2023 and ending May 12, 2023. It is further recommended that registration in the amount of \$209.00 be reimbursed by the Board.

Camille Hall, Business Services Specialist, Information Services, to participate in “Business Reference 101” webinar being sponsored by RUSA beginning May 22, 2023 and ending June 9, 2023. It is further recommended that registration in the amount of \$209.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Angela Cross, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective March 12, 2026 at the rate of \$14.06 per hour.

Sarah Hipple, Information Services Librarian, Substitute, Grade Sub11, Information Services, effective March 12, 2023 at the rate of \$18.84 per hour.

AJ Schwab, Systems Technician, full-time, Grade 08, Information Technology Services, effective March 26, 2023 at the rate of \$18.07 per hour.

Katie Sumner, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective March 12, 2023 at the rate of \$18.07 per hour.

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

Sharon Zellner, Patron Services Assistant, 3/5-time, Grade 05, Southeast Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, Southeast Branch Library, effective February 26, 2023 at the rate of \$16.52 per hour.

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

Cathy Hochadel, Information Services Librarian, Substitute, Grade Sub11, Wilmington-Stroop Branch Library, from Information Services Librarian, Substitute, Grade Sub11, Miamisburg Branch Library, effective March 12, 2023 at the rate of \$21.52 per hour.

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

Holly Richards, Technical Services Director, full-time, Grade S12, Collection Development, from Collection Development Director, full-time, Grade S11, Collection Development, effective February 26, 2023 at the rate of \$47.7774 per hour.

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

Jasmine Clay, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective February 27, 2023 for 48 hours for medical reasons.

Frances Crawford, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective February 24, 2023 for 8 hours for illness.

Christian Elder, Youth Services Manager, full-time, Grade S08, Youth Services, Main Library, effective February 17, 2023 for 8 hours for illness.

Moneeka Stanifer, Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective May 30, 2023 for 16 hours for personal reasons.

Allie Thiele, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective March 20, 2023 for 8 hours for personal reasons.

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

Christian Elder, Youth Services Manager, full-time, Grade S08, Youth Services, from Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective February 12, 2023 at the rate of \$29.1712 per hour.

Janelle Wood, Information Services Assistant, 3/5-time, Grade 08, Burkhardt Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective February 26, 2023 at the rate of \$24.02 per hour.

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

Rebecca Calfe, Floating Manager, full-time, Grade S09, Public Services, from Information Services Librarian, full-time, Grade 11, Information Services, effective March 12, 2023 at the rate of \$33.2721 per hour.

Amanda Feuerstein, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, Kettering-Moraine Branch Library, effective February 26, 2023 at the rate of \$18.07 per hour.

Jesse Lawhead, Information Services Assistant (Technology Emphasis), full-time, Grade S08, Electra C. Doren, from Information Services Assistant, substitute, Grade Sub11, Information Services, effective February 26, 2023 at the rate of \$18.07 per hour.

Moneeka Stanifer, Information Services Assistant (Technology Emphasis), full-time, Grade 08, West Branch Library, from Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective February 26, 2023 at the rate of \$18.07 per hour.

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

Angie Cotton, Patron Services Assistant, full-time, Grade 05, Patron Services, effective March 31, 2023, after more than 39 years of service.

Tonya Cross, Information Services Assistant, full-time, Grade 08, Information Services, effective March 31, 2023, after more than 32 years of service.

Deborah Hathaway, Cataloging Manager, full-time, Grade S08, Cataloging, effective March 6, 2023, after more than 24 years of service.

Jeanne Waselewski, Patron Services Assistant, full-time, Grade 08, Patron Services, effective March 31, 2023, after more than 32 years of service.

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

Melissa Groveman, Information Services Librarian, full-time, Grade 11, Information Services, from Information Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective March 12, 2023 at the rate of \$29.80 per hour.

David Hicks, Public Services Director, full-time, Grade S11, Public Services, Public Services Administration, from Deputy Executive Director, full-time, Grade S15, Executive Administration, effective March 5, 2023 at the rate of \$41.7370 per hour.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 15, 2023, 4:00 p.m.

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

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

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

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

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Kennebrew seconded by Ms. Holihan, the minutes of the Board meeting of February 15, 2023 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Isom, 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:

Debi Chess, External Relations and Development Director, External Relations, to attend “International Public Library Fundraising Conference” being sponsored by IPLF and held in Austin, TX from June 11, 2023 through June 13, 2023. It is further recommended that registration in the amount of \$254.68, airfare in the amount of \$463.60, ground transportation in the amount of \$48.70, parking in the amount of \$40.00, and lodging in the amount of \$1,221.43 be reimbursed by the Board.

Debi Chess, External Relations and Development Director, External Relations, and Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Course for Nonprofit Leaders” being sponsored by the Mathile Foundation and held in Tipp City, OH from February 21, 2023 through February 22, 2023. Registration for this event has been covered by the Mathile Foundation, but it is recommended that mileage in the amount of \$38.00 each be reimbursed by the Board.

Jasmine Clay, Officer, Safety and Protective Services, and Johnathan Johnson, Officer, Safety and Protective Services, to attend “Adult First Aid/CPR/AED-BL-r.21” sponsored by American Red Cross and held in Dayton, OH on March 23, 2023. It is further recommended that registration in the amount of \$97.00 each be reimbursed by the Board.

Desiree Davey, Technology Development Manager, Information Technology Services, and Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, to attend “Innovative User’s Group Conference 2023” being sponsored by IUG and held in Phoenix, AZ from May 10, 2023 until May 13, 2023. It is further recommended that registration in the amount of \$400.00 each, airfare in the amount of \$570.71 each, ground transportation in the amount of \$57.60 each, parking in the amount of \$50.00 each, and lodging in the amount of \$963.60 each, and meals in the amount of \$180.00 each be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to participate in “Fundamentals of Collection Assessment 2023- Session 2.0” webinar being sponsored by ALA-Core beginning March 27, 2023 and ending May 5, 2023. It is further recommended that registration in the amount of \$224.10 be reimbursed by the Board.

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Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to participate in “Queer Theory Crash Course: Strategies to Resist Anti-LGBTQIA+ Policy” webinar being sponsored by Library Journal on April 18, 2023. It is further recommended that registration in the amount of \$84.99 be reimbursed by the Board.

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Brittany Graham, Information Services Librarian, Miamisburg Branch Library, and Cheryl Weaver, Patron Services Assistant, Miami Township Branch Library, to participate in “Responding to Uncomfortable Situations in Library Settings” webinar being sponsored by NEO on March 1, 2023. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board.

Camille Hall, Business Services Specialist, Information Services, to participate in “Reference Interview 101” webinar being sponsored by RUSA beginning April 4, 2023 and ending May 12, 2023. It is further recommended that registration in the amount of \$209.00 be reimbursed by the Board.

Camille Hall, Business Services Specialist, Information Services, to participate in “Business Reference 101” webinar being sponsored by RUSA beginning May 22, 2023 and ending June 9, 2023. It is further recommended that registration in the amount of \$209.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Angela Cross, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective March 12, 2023 at the rate of \$14.06 per hour.

Sarah Hipple, Information Services Librarian, Substitute, Grade Sub11, Information Services, effective March 12, 2023 at the rate of \$18.84 per hour.

AJ Schwab, Systems Technician, full-time, Grade 08, Information Technology Services, effective March 26, 2023 at the rate of \$18.07 per hour.

Katie Sumner, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective March 12, 2023 at the rate of \$18.07 per hour.

CHANGE IN HOURS

Sharon Zellner, Patron Services Assistant, 3/5-time, Grade 05, Southeast Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, Southeast Branch Library, effective February 26, 2023 at the rate of \$16.52 per hour.

CHANGE IN LOCATION

Cathy Hochadel, Information Services Librarian, Substitute, Grade Sub11, Wilmington-Stroop Branch Library, from Information Services Librarian, Substitute, Grade Sub11, Miamisburg Branch Library, effective March 12, 2023 at the rate of \$21.52 per hour.

HAY RECLASSIFICATION

Holly Richards, Technical Services Director, full-time, Grade S12, Collection Development, from Collection Development Director, full-time, Grade S11, Collection Development, effective February 26, 2023 at the rate of \$47.7774 per hour.

LEAVE WITHOUT PAY

Jasmine Clay, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective February 27, 2023 for 48 hours for medical reasons.

Frances Crawford, Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective February 24, 2023 for 8 hours for illness.

Christian Elder, Youth Services Manager, full-time, Grade S08, Youth Services, Main Library, effective February 17, 2023 for 8 hours for illness.

Moneeka Stanifer, Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective May 30, 2023 for 16 hours for personal reasons.

PROMOTION

Christian Elder, Youth Services Manager, full-time, Grade S08, Youth Services, from Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective February 12, 2023 at the rate of \$29.1712 per hour.

Janelle Wood, Information Services Assistant, 3/5-time, Grade 08, Burkhardt Branch Library, from Patron Services Assistant, 1/2-time, Grade 05, Burkhardt Branch Library, effective February 26, 2023 at the rate of \$24.02 per hour.

PROMOTION, CHANGE IN LOCATION

Rebecca Calfe, Floating Manager, full-time, Grade S09, Public Services, from Information Services Librarian, full-time, Grade 11, Information Services, effective March 12, 2023 at the rate of \$33.2721 per hour.

Amanda Feuerstein, Information Services Assistant, full-time, Grade 08, West Carrollton Branch Library, from Patron Services Assistant, 2/5-time,

Grade 05, Kettering-Moraine Branch Library, effective February 26, 2023 at the rate of \$18.07 per hour.

Jesse Lawhead, Information Services Assistant (Technology Emphasis), full-time, Grade S08, Electra C. Doren, from Information Services Assistant, substitute, Grade Sub11, Information Services, effective February 26, 2023 at the rate of \$18.07 per hour.

Moneeka Stanifer, Information Services Assistant (Technology Emphasis), full-time, Grade 08, West Branch Library, from Information Services Librarian, substitute, Grade Sub11, Burkhardt Branch Library, effective February 26, 2023 at the rate of \$18.07 per hour.

RETIREMENT

Angie Cotton, Patron Services Assistant, full-time, Grade 05, Patron Services, effective March 31, 2023, after more than 39 years of service.

Tonya Cross, Information Services Assistant, full-time, Grade 08, Information Services, effective March 31, 2023, after more than 32 years of service.

Deborah Hathaway, Cataloging Manager, full-time, Grade S08, Cataloging, effective March 6, 2023, after more than 24 years of service.

Jeanne Waselewski, Patron Services Assistant, full-time, Grade 08, Patron Services, effective March 31, 2023, after more than 32 years of service.

RETURN TO DESIGNATED POSITION

Melissa Groveman, Information Services Librarian, full-time, Grade 11, Information Services, from Information Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, effective March 12, 2023 at the rate of \$29.80 per hour.

David Hicks, Public Services Director, full-time, Grade S11, Public Services, Public Services Administration, from Deputy Executive Director, full-time, Grade S15, Executive Administration, effective March 5, 2023 at the rate of \$41.7370 per hour.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for February 2023 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>
2/3/2023	RE Tax Receipts	964,187.01	520,344.05	443,842.96	Debt Service
2/10/2023	RE Tax Receipts	1,477,071.88	797,730.97	679,340.91	Debt Service
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2/24/2023	RE Tax Receipts	3,410,745	1,847,491	1,563,253.97	Debt Service
<u>Total</u>		<u>9,496,768.49</u>	<u>6,015,519.96</u>	<u>3,481,248.53</u>	

On a motion by Mr. Jackson, seconded by Ms. Woodhull, the February 2023 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 2023 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 Mr. Kennebrew, 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, 2023, 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 2023

GENERAL FUND

1000 - Salaries and Benefits	\$24,332,863
2000 – Supplies	\$1,155,375
3000 - Purchased Services	\$7,358,484
4000 - Library Materials & Information	\$5,144,000
5000 - Capital Outlay	\$1,774,400
6000 - Debt Service	\$0

7000 - Other Objects	\$212,077
8000 – Contingency	\$0
9000 - Transfers to other funds	<u>\$0</u>
Total General Fund Appropriations	<u>\$39,977,199</u>

DEBT SERVICE FUND

3000 - Purchased Services	\$220,000
6000 – Debt Service	<u>\$10,166,196</u>
Total Debt Service Fund Appropriations	<u>\$10,386,196</u>

BUILDING & REPAIR FUND

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

TAXABLE CONSTRUCTION FUND

2000 – Supplies	\$ 5,000
3000 - Purchased Services	\$500,000
5000 - Capital Outlay	\$5,270,000
7000 - Miscellaneous	<u>\$5,000</u>
Total Taxable Construction Fund Appropriations	<u>\$5,780,000</u>

Total All Funds Appropriations \$64,194,395

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

- Ms. Holihan: Aye
- Mr. Kennebrew: Aye
- Ms. Isom: Aye
- Mr. Williamson: Aye
- Ms. Woodhull: Aye
- Mr. Jackson: Aye
- Mr. Thomas: Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director provided an update on library programs and services, including the announcement of the receipt of a CareSource Grant to facilitate the creation of a shuttle service for the West Branch Library, intended to be in effect for 3 years until the implementation of a pedestrian overpass. This will be created in coordination with the city of Dayton and RTA, with DML serving as fiduciary agent for the project. Further details to come in April. He also discussed the measures in place to dissuade theft of library materials.

The Executive Director also introduced Christian Elder, the new Youth Services Manager.

Adam Schwiebert, Government Relations and Advocacy Director, provided an update on the proposed House Bill 1, which may affect Dayton Metro Library.

LIBRARIES FOR A SMARTER FUTURE UPDATE

Gerry Mitchell, Facilities Construction Consultant, updated the Board on the budget to date as well as the current building schedule. Huber Heights is 85% complete, with an anticipated TCO of April 7, 2023. The Grand Opening is tentatively scheduled for June 2, 2023.

NEW BUSINESS

President Thomas mentioned that he attended the recent Friends of the Library Booksale at the Burkhardt Branch Library, and thanked both the Friends and DML staff and volunteers for a well-run event.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 19, 2023 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 public employees.

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

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

Ms. Holihan: Aye
Mr. Kennebrew: Aye
Ms. Isom: Aye
Mr. Williamson: Aye
Ms. Woodhull: Aye
Mr. Jackson: Aye
Mr. Thomas: Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:55 p.m. and returned to open session at 6:06 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 has been happy to have him over the last year and they are pleased to report that the Director meets the Board's expectations.

On a motion by Mr. Thomas, seconded by Mr. Williamson, the Board approved a 4% increase to the Executive Director's salary, as well as a \$3,000.00 lump sum bonus, both effective March 26, 2023.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Mr. Kennebrew, the Board adjourned at 6:07 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

REVISED AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 19, 2023, 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 March 15, 2023 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 Tiffany Shaw-Diaz, Patron Services Assistant, West Carrollton Branch Library, in order to attend the Indiana University-Purdue University Indianapolis, School of Informatics and Computing.

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:

Tiffany Shaw-Diaz, Patron Services Assistant, West Carrollton Branch Library, for the course “Adult Readers Advisory”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,805.00.

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 March 2023 will be reviewed by the Fiscal Officer.

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>
3/2/2023	RE Tax Receipts	675,454.06	-	675,454.06	Debt Service
3/2/2023	RE Tax Receipts	799,796.18	-	799,796.18	Star Ohio
3/15/2023	PLF	1,450,516.53	-	1,450,516.53	Star Ohio

Total	2,925,766.77	- 2,925,766.77
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7. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

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

- Jessica Hunter- Services to Nonprofits

8. LIBRARIES FOR A SMARTER FUTURE PLANNING UPDATE - INFORMATION

- Project budget update
- Facilities progress and upcoming milestones

9. MEMORANDUM OF UNDERSTANDING BETWEEN DAYTON METRO LIBRARY, GREATER DAYTON RTA, AND THE CITY OF DAYTON FOR A PEDESTRIAN BUSING PROJECT- ACTION

This **Memorandum of Understanding** (“MOU”) is between Dayton Metro Library (“Library”), Greater Dayton RTA (“RTA”) and the City of Dayton (“City”).

WITNESSTH THAT:

WHEREAS, The parties desire to support a Pedestrian Busing Project (“Project”), which seeks to eliminate the hardship of residents trying to cross US Route 35 highway by creating a special bus route that will provide safe travel from designated locations within the neighborhoods south of the Library to the Library and back during Library and traffic peak hours.; and

WHEREAS, The Library is willing to provide funds to the City to support the Project, and

WHEREAS, The RTA is willing to transfer two paratransit buses to the City to support the Project.

NOW THEREFORE, in consideration of the mutual promises and covenants set forth herein, the Library, RTA and City agree as follows:

SECTION I. TERM

This MOU shall commence ___ of _____, 2023, and shall terminate upon expenditure of all funds provided herein or on December 31, 2026, whichever date is earlier.

SECTION II. DESCRIPTION AND ROLES

Library shall provide funding to the City of Dayton as follows: The total remuneration in this MOU provided by the Library to the City shall not exceed ONE HUNDRED SEVENTY-FOUR THOUSAND DOLLARS AND ZERO CENTS (\$174,000.00)

("Funds"). The City shall use Funds solely for expenses associated with operating buses in Dayton, Ohio to transport residents on bus routes to provide safe travel to and from the Library. Library shall distribute the funds in three equal annual installments to the City of Dayton in accordance with the terms of this MOU.

RTA shall transfer title to two 2016 Eldorado National paratransit buses to the City of Dayton for purposes of transporting residents on specific bus routes to provide safe travel to and from the Library. Both buses have fully depreciated and have a value of less than \$5,000.00. Route information and hours of operation are attached AS EXHIBIT A.

The City of Dayton will be responsible for securing driver and other personnel to operate the buses on the designated routes and will be responsible for the maintenance and upkeep of the buses. The Library has agreed to "wrap" the buses to promote the Dayton Metro Library and engage in other advertising and promotional activities to educate and inform residents about the services provided under the Project. Such advertising and promotional services are more specifically set forth in Exhibit B.

SECTION III. INDEMNITY

The parties agree to release each other from any and all liability, which may be caused by or arise by the wrongful and/or negligent conduct of the parties' respective employees and agents in the performance of the services, duties, and responsibilities in this MOU. Notwithstanding, neither party waives any available immunities under law.

SECTION IV. RECORDS AND ACCESS TO RECORDS

All parties shall maintain financial records, supporting documents, and reports necessary to reflect the performance required under the MOU. Upon request, the parties shall provide access to such records and documents related to the Project.

SECTION V. ENTIRE AGREEMENT

This MOU supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof. No changes, alterations, modifications, additions, qualifications, or amendments to the terms of the MOU shall be made except upon written agreement of the parties.

SECTION VI. COMPLIANCE WITH LAWS, RULES, AND REGULATIONS

All activities under the MOU shall be in accordance with laws and regulations governing activities of Internal Revenue Services designated 501(c) 3 organizations. Funds received under the MOU agreement will only be used for activities listed. It is clearly understood by both parties that no funds received under this MOU will be used for purposes of lobbying or to support specific legislation.

SECTION VII. TERMINATION

The City may terminate or suspend performance of this MOU for the City's convenience upon sending thirty (30) days written notice to all parties.

In the event of early termination, the City shall repay any unexpended funds back to the Library, and shall be released from its obligations hereunder, except those related to auditing. This obligation to remit repayment of funding shall survive termination of this agreement until such funds are actually received by the Library. If no funds were

provided prior to termination, the parties shall be immediately relieved of their obligations hereunder, except those related to auditing.

SECTION VIII. GOVERNING LAW

This MOU shall be governed by and construed in accordance with the laws of the State of Ohio, without giving effect to the principles thereof relating to conflicts or choice of laws. Any litigation or other legal matter regarding this MOU or the performance of this MOU by either party must be brought in a court of competent jurisdiction in Montgomery County, Ohio.

SECTION IX. EQUAL EMPLOYMENT OPPORTUNITY

The parties shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status or handicap with respect to employment, promotion, demotion, transfer, recruitment or recruitment advertising, lay-off, termination, rates of pay or other forms of compensation, or selection for training, including apprenticeship.

It is expressly agreed and understood that Section 35.14 of the Revised Code of General Ordinances of the City of Dayton constitutes a material condition of this Agreement as fully and as if specifically rewritten herein and that failure to comply therewith shall constitute a breach thereof entitling the City to terminate this Agreement at its option.

SECTION X. INDEPENDENT CONTRACTOR

By executing this MOU, Library acknowledges and agrees that it will be providing services to the City as an “independent contractor.” As an independent contractor for the City, the Library shall be prohibited from representing or allowing others to construe the parties’ relationship in a manner inconsistent with this Section. The Library shall have no authority to assume or create any obligation on behalf of, or in the name of the City, without the express prior written approval of a duly authorized representative of the City.

The Library, its employees, and any persons retained or hired by the Library to perform the duties and responsibilities under this Agreement are not City employees, and therefore, such persons shall not be entitled to, nor will they make a claim for, any of the emoluments of employment with the City of Dayton. Further, the Library shall be responsible to withhold and pay, or cause such agents, contractors and sub-contractors to withhold and pay, all applicable local, state and federal taxes.

The Library acknowledges that its employees and other persons retained or hired by the Library are not the City’s public employees. City shall not be responsible for any payments or other duties required by the Ohio Public Employees Retirement System (“OPERS”) for the Library’s employees or persons retained or hired by the Library. The Library shall be solely responsible for any contributions or obligations concerning OPERS that arise from the performance of this Agreement.

SECTION XI. POLITICAL CONTRIBUTIONS

The parties affirm and certify that they have complied with Ohio Revised Code § 3517.13 limiting political contributions.

SECTION XII. AMENDMENT

The parties may mutually agree to amend this MOU. However, no such amendment shall be effective unless it is reduced to a writing, which references this MOU, executed by a duly authorized representative of each party, and if applicable or required, approved by the Commission of the City of Dayton, Ohio.

IN WITNESS WHEREOF, this MOU has been made and interchangeably executed by the parties hereto in duplicate originals.

DAYTON METRO LIBRARY

By: _____

Title: _____

GREATER DAYTON RTA

By: _____

Title: _____

CITY OF DAYTON, OHIO

City Manager

APPROVED AS TO FORM AND CORRECTNESS: 4/17/2023

X John Musto for
City Attorney

Signed by: Musto, John

**APPROVED BY THE COMMISSION OF THE CITY OF DAYTON,
OHIO:**

_____, 2023

Min. / Bk. _____ Pg. _____

Clerk of the Commission

EXHIBIT A – ROUTE INFORMATION (CITY / RTA)

The City of Dayton along with the help from the Greater Dayton Regional Transit Authority have planned a busing route based on the area we are targeting for service. The route will run every hour, possibly every 45 minutes and will cover as much of the target area as possible. The route is subject to changed based on ridership and feedback.

The route will run from:

2:00 pm - 6:00 pm Monday - Friday
Noon - 4:00 pm Saturday

Proposed Pedestrian Busing Route

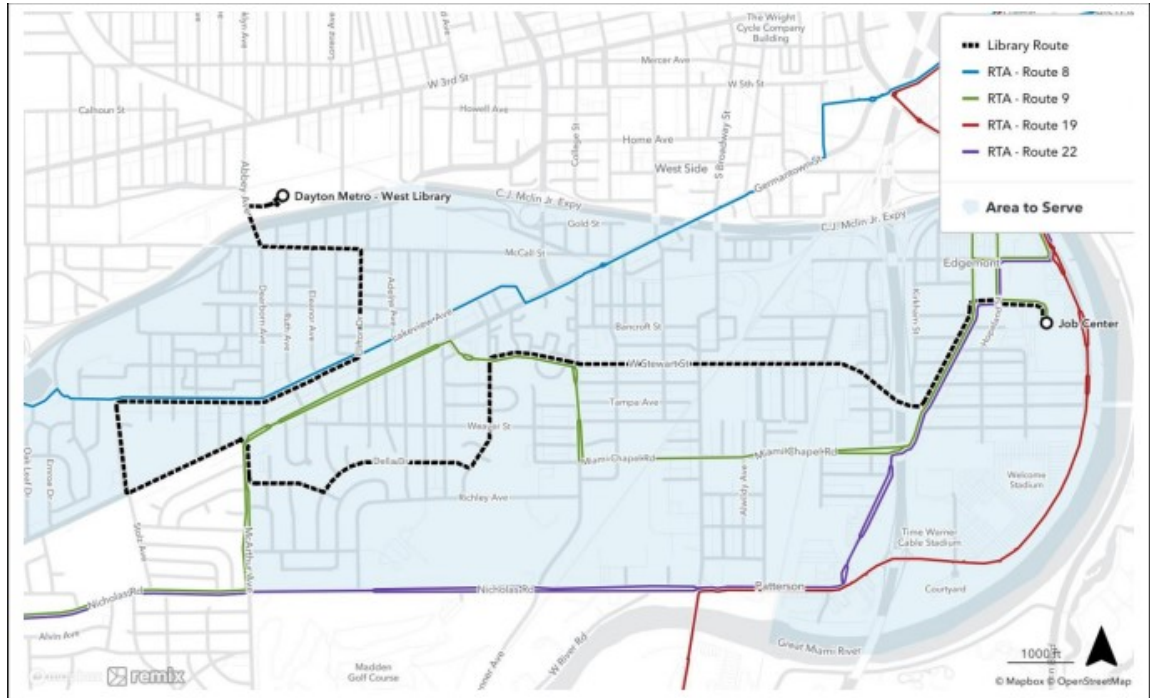


EXHIBIT B – OBLIGATIONS (CITY / DAYTON METRO LIBRARY)

As part of this agreement:

The City of Dayton will:

- Operate and maintain Pedestrian Bus (staffing, maintenance, insurance)
- Coordination of busing service x Create service route (with help of RTA)
- Create signage for stops on service route
- PR for new service
- Reporting (ex. tracking usage and costs)
- Create Contract with partners

The Dayton Metro Library will:

- Fund the Pedestrian Busing Project with an annual transfer of Fifty Eight Thousand Dollars and Zero Cents (\$58,000.00), each calendar year for 2023, 2024, and 2025.
- Provide professional wrapping of one bus to promote the library and the Pedestrian Busing Service
- Provide public relations to promote the new service to the public
- Provide Direct Mailings via the USPS to the 45417 zip code (targeted area) to promote the service
- Provide details critical for route planning (ex. library usage peak times, library usage by neighborhoods, etc.)

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 17, 2023 at 4:00 p.m. in the Community Room at the Main Library.

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:

Kristen Allen-Vogel, Information Services Librarian, Information Services, Allison Knight, Youth Services Director, Youth Services, Craig Lefteroff, Branch Library Manager, Kettering-Moraine Branch Library, Maria Ruiz-Olvide, Children Services Librarian, Southeast Branch Library, and Melissa Sokol, Children Services Librarian, Wilmington-Stroop Branch Library, to attend “ALA Annual Conference and Exhibition” being sponsored by ALA and held in Chicago, IL, on June 23, 2023 through June 26, 2023. It is further recommended that registration in the amount of \$385.00 each, airfare in an amount not to exceed \$460.00 each, ground transportation in an amount not to exceed \$120.00 each, lodging in an amount not to exceed \$870.00 each, and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Sarah Carpenter, Catalog Librarian, Cataloging, Kelley Gorniak, Catalog Librarian, Cataloging, and Samuel Robinson, Catalog Librarian, Cataloging, to participate in “OVGTSL 2023: Ongoing Challenges, Creative Solutions” webinar being sponsored by Ohio Valley Group of Technical Service Librarians on May 17 through May 19, 2023. It is further recommended that registration in the amount of \$55.00 each be reimbursed by the Board.

Gina Detate, Children Services Librarian, West Carrollton Branch Library, to attend “Youth Services Conference” being sponsored by Ohio Library Council and held in Cambridge, OH, on March 30, 2023. It is further recommended that registration in the amount of \$150.00, mileage in the amount of \$218.77, and lodging in the amount of \$209.90 be reimbursed by the Board.

Allison Dugan, Patron Services Manager, Patron Services, Christian Elder, Youth Services Manager, Main Youth Services, Amy Hare, Patron Services Assistant, Miami Township Branch Library, Andrew Hiatt, Children Services Librarian, Miamisburg Branch Library, Cheryl Weaver, Patron Services Assistant, Miami Township Branch Library, and Caitlin Wissler, Public Services Director, Public Services Administration, to participate in “Conflict De-escalation Training: A Crash Course for Libraries” webinar being sponsored by Library Journal on October 18, 2023. It is further recommended that registration in the amount of \$79.74 each be reimbursed by the Board.

Jay Eckley, Accounting Manager, Finance, to attend “Public Library Fiscal Officer Conference” being sponsored by Library Accounting Division and held in Lewis Center, OH, on April 11 through April 12, 2023. It is further recommended that registration in the amount of \$205.00, mileage in the amount of \$107.16, parking in the amount of \$20.00, and lodging in the amount of \$150.00 be reimbursed by the Board.

Karen Findlay, Branch Library Manager, West Carrollton Branch Library, Jaclyn Fulwood, Youth Experience Manager, Youth Services, Mariah Johnson, Cultural Programming Manager, Youth Services, Sanghyun Lee, Children Services Librarian, Miami Township Branch Library, Jason Long, Assistant Branch Library Manager, Northmont Branch Library, Craig Lefteroff, Branch Library Manager, Kettering-Moraine Branch Library, Migyeong Song, Branch Library Manager, Miami Township Branch Library, and Shaun Wright, Information Services Manager, Information Services, to participate in “Project Management Fundamentals for Librarians” webinar sponsored by

Library Journal on April 25 through May 9, 2023. It is further recommended that registration in the amount of \$178.18 each be reimbursed by the Board.

Megs Francis, Staff Development Manager, Human Resources, Brittany Graham, Information Services Librarian, Miamisburg Branch Library, and Bradley Kuykendall, Floating Manager, Public Services Administration, to participate in “Project Management Fundamentals for Librarians” webinar sponsored by Library Journal and State Library Journal on November 2 through November 16, 2023. It is further recommended that registration in the amount of \$178.18 each be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to attend “Foundational Leadership Series- Leadership Quick Start” sponsored by Sinclair Community College and held at the Sinclair Centerville Campus on April 11, 2023. It is further recommended that registration in the amount of \$225.00 be reimbursed by the Board.

Amy Hare, Patron Services Assistant, Miami Township Branch Library, to participate in “Passive-Aggressive Behavior: Sources and Solutions” webinar being sponsored by Northeast Regional Library on June 13, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Kahlil Ian Kinser, Teen Services Librarian, Vandalia Branch Library, Ariya Smith, Information Services Assistant, Southeast Branch Library, Gabriela Varnson, Teen Services Librarian, Southeast Branch Library, and Keress Weidner, Information Services Assistant, Youth Services, to attend “Youth Mental Health First Aid Class” being sponsored by Montgomery County ADAMHS and held on May 4, 2023. It is further recommended that registration in the amount of \$55.20 each be reimbursed by the Board.

Jeffrey Opt, Audio-Visual Systems Technician, Information Technology Services, to attend “InfoComm” conference being sponsored by Avixa and held in Orlando, FL, on June 14 through June 16, 2023. It is further recommended that registration in the amount of \$549.00, airfare in the amount of \$504.78, parking in the amount of \$40.00, lodging in the amount of \$863.61, and meals in the amount of \$180.00 be reimbursed by the Board.

Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, to participate in “Sexual and Reproductive Health Information at the Library” e-course being sponsored by iSchool @ UW-Madison on July 17, 2023 through August 13, 2023. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, to participate in “Antiracism 201: Digging Deeper in Antiracist Library Cultures” webinar being sponsored by Library Journal on May 8, 2023 through May 26, 2023. It is further recommended that registration in the amount of \$237.24 be reimbursed by the Board.

Lori Rotterman, Information Services Assistant, Special Collections, to attend “Ohio Genealogical Society 2023 Annual Conference” being sponsored by Ohio Genealogical Society and held in Sandusky, OH, from April 26 through April 29, 2023. It is further recommended that registration in the amount of \$225.00, lodging in the amount of \$819.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Chrissy Sanders, Fiscal Officer/Finance Director, Finance, to attend “CPIM-Public Library Fiscal Officer Conference” being sponsored by Ohio Library Council and held in Columbus OH, on April 11, 2023 through April 12, 2023. It is further recommended that

registration in the amount of \$205.00, mileage in the amount of \$107.16, parking in the amount of \$20.00, and lodging in the amount of \$150.00 be reimbursed by the Board.

Shannon Schilling, Assistant Branch Library Manager, Northwest Branch Library, to participate in “Stress First Aid Webinar” being sponsored by OLC and held May 9, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Patrick Craig, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective April 9, 2023 at the rate of \$14.06 per hour.

Mikhia Dockery, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective March 26, 2023 at the rate of \$14.06 per hour.

Jennifer Donnington, Senior Patron Services Assistant, full-time, Grade 06, West Carrollton Branch Library, effective April 9, 2023 at the rate of \$16.31 per hour.

Rebekha Hill, Information Services Assistant, Substitute, Grade Sub08, Burkhardt Branch Library, effective April 9, 2023 at the rate of \$14.06 per hour.

Brett Martinez, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective April 23, 2023 at the rate of \$14.06 per hour.

Indy Roca, Information Services Assistant, Substitute, Grade Sub08, Wilmington-Stroop Branch Library, effective April 9, 2023 at the rate of \$14.06 per hour.

Mark Vella, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective March 26, 2023 at the rate of \$14.06 per hour.

It is recommended that the following **Declined Position** be accepted:

Mikhia Dockery, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective March 26, 2023.

AJ Schwab, Systems Technician, full-time, Grade 08, Information Technology Services, effective March 26, 2023.

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

Jasmine Clay, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 4, 2023 for 8 hours for illness.

Jesse Lawhead, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective February 27, 2023 for 18.2 hours for illness.

Katie Sumner, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective April 8, 2023 for 5.13 hours for personal reasons.

Janice Williams, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective April 14, 2023 for 8 hours for personal reasons.

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

Tony McCleskey, Senior Patron Services Assistant, full-time, Grade 06, Patron Services, from Patron Services Assistant, full-time, Grade 05, Patron Services, effective April 9, 2023 at the rate of \$20.91 per hour.

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

Honee Bee Edmonds, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, from Information Services Assistant, Substitute, Grade Sub08, Northwest Branch Library, effective March 12, 2023 at the rate of \$15.85 per hour.

Cynthia Woodruff, Branch Library Manager, full-time, Grade S09, Miamisburg Branch Library, from Homework Help Manager, full-time, Grade S07, Youth Services, effective April 23, 2023 at the rate of \$33.2721 per hour.

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

Lindsay Evans, Information Services Assistant, 1/2-time, Grade 08, Northmont Branch Library, from Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective April 9, 2023 at the rate of \$18.07 per hour.

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

Karen Hemmelgarn-Early, Patron Services Assistant, Substitute, Grade Sub05, Wilmington-Stroop Branch Library, effective March 28, 2022.

Christopher Jouan, Patron Services Assistant, 1/2-time, Grade 05, Wilmington-Stroop Branch Library, effective April 12, 2023.

Taylor Smith, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, effective April 7, 2023.

Angela Taylor, Homework Help Assistant, Substitute, grade Sub08, Youth Services, effective January 31, 2023.

It is recommended that the following **Temporary Transfer** be accepted:

Mary Ellen Elvers, Information Services Librarian, 1/2-time, Grade 11, Burkhardt Branch Library, from Information Services Librarian, 1/2-time, Grade 11, Information Services, Main Library, effective March 26, 2023 at the rate of \$34.08 per hour.

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

Jessica Roncalli-McCoard, Patron Services Assistant, substitute, Grade Sub05, Wilmington-Stroop Branch Library, effective March 31, 2023.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 19, 2023, 4:00 p.m.

PRESENT: Nolan Thomas, Jeanne Holihan, David Williamson
Carl Kennebrew, Shannon Isom (in at 4:02 p.m.)

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

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

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. Holihan, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Williamson, seconded by Mr. Kennebrew, the minutes of the Board meeting of March 15, 2023 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Holihan, 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:

Kristen Allen-Vogel, Information Services Librarian, Information Services, Allison Knight, Youth Services Director, Youth Services, Craig Lefteroff, Branch Library Manager, Kettering-Moraine Branch Library, Maria Ruiz-Olvide, Children Services Librarian, Southeast Branch Library, and Melissa Sokol, Children Services Librarian, Wilmington-Stroop Branch Library, to attend “ALA Annual Conference and Exhibition” being sponsored by ALA and held in Chicago, IL, on June 23, 2023 through June 26, 2023. It is further recommended that registration in the amount of \$385.00 each, airfare in an amount not to exceed \$460.00 each, ground transportation in an amount not to exceed \$120.00 each, lodging in an amount not to exceed \$870.00 each, and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

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Allison Dugan, Patron Services Manager, Patron Services, Christian Elder, Youth Services Manager, Main Youth Services, Amy Hare, Patron Services Assistant, Miami Township Branch Library, Andrew Hiatt, Children Services Librarian, Miamisburg Branch Library, Cheryl Weaver, Patron Services Assistant, Miami Township Branch Library, and Caitlin Wissler, Public Services Director, Public Services Administration, to participate in “Conflict De-escalation Training: A Crash Course for Libraries” webinar being sponsored by Library Journal on October 18, 2023. It is further recommended that registration in the amount of \$79.74 each be reimbursed by the Board.

Jay Eckley, Accounting Manager, Finance, to attend “Public Library Fiscal Officer Conference” being sponsored by Library Accounting Division and held in Lewis Center, OH, on April 11 through April 12, 2023. It is further recommended that registration in the amount of \$205.00, mileage in the amount of \$107.16, parking in the amount of \$20.00, and lodging in the amount of \$150.00 be reimbursed by the Board.

Karen Findlay, Branch Library Manager, West Carrollton Branch Library, Jaclyn Fulwood, Youth Experience Manager, Youth Services, Mariah Johnson, Cultural Programming Manager, Youth Services, Sanghyun Lee, Children Services Librarian, Miami Township Branch Library, Jason Long, Assistant Branch Library Manager, Northmont Branch Library, Craig Lefteroff, Branch Library Manager, Kettering-Moraine Branch Library, Migyeong Song, Branch Library Manager, Miami Township Branch Library, and Shaun Wright, Information Services Manager, Information Services, to participate in “Project Management Fundamentals for Librarians” webinar sponsored by Library Journal on April

25 through May 9, 2023. It is further recommended that registration in the amount of \$178.18 each be reimbursed by the Board.

Megs Francis, Staff Development Manager, Human Resources, Brittany Graham, Information Services Librarian, Miamisburg Branch Library, and Bradley Kuykendall, Floating Manager, Public Services Administration, to participate in “Project Management Fundamentals for Librarians” webinar sponsored by Library Journal and State Library Journal on November 2 through November 16, 2023. It is further recommended that registration in the amount of \$178.18 each be reimbursed by the Board.

Brittany Graham, Information Services Librarian, Miamisburg Branch Library, to attend “Foundational Leadership Series- Leadership Quick Start” sponsored by Sinclair Community College and held at the Sinclair Centerville Campus on April 11, 2023. It is further recommended that registration in the amount of \$225.00 be reimbursed by the Board.

Amy Hare, Patron Services Assistant, Miami Township Branch Library, to participate in “Passive-Aggressive Behavior: Sources and Solutions” webinar being sponsored by Northeast Regional Library on June 13, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Kahlil Ian Kinser, Teen Services Librarian, Vandalia Branch Library, Ariya Smith, Information Services Assistant, Southeast Branch Library, Gabriela Varnson, Teen Services Librarian, Southeast Branch Library, and Keress Weidner, Information Services Assistant, Youth Services, to attend “Youth Mental Health First Aid Class” being sponsored by Montgomery County ADAMHS and held on May 4, 2023. It is further recommended that registration in the amount of \$55.20 each be reimbursed by the Board.

Jeffrey Opt, Audio-Visual Systems Technician, Information Technology Services, to attend “InfoComm” conference being sponsored by Avixa and held in Orlando, FL, on June 14 through June 16, 2023. It is further recommended that registration in the amount of \$549.00, airfare in the amount of \$504.78, parking in the amount of \$40.00, lodging in the amount of \$863.61, and meals in the amount of \$180.00 be reimbursed by the Board.

Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, to participate in “Sexual and Reproductive Health Information at the Library” e-course being sponsored by iSchool @ UW-Madison on July 17, 2023 through August 13, 2023. It is further recommended that registration in the amount of \$150.00 be reimbursed by the Board.

Mary Beth Rogers, Teen Services Librarian, New Lebanon Branch Library, to participate in “Antiracism 201: Digging Deeper in Antiracist Library Cultures” webinar being sponsored by Library Journal on May 8, 2023 through May 26, 2023. It is further recommended that registration in the amount of \$237.24 be reimbursed by the Board.

Lori Rotterman, Information Services Assistant, Special Collections, to attend “Ohio Genealogical Society 2023 Annual Conference” being sponsored by Ohio Genealogical Society and held in Sandusky, OH, from April 26 through April 29, 2023. It is further recommended that registration in the amount of \$225.00, lodging in the amount of \$819.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Chrissy Sanders, Fiscal Officer/Finance Director, Finance, to attend “CPIM-Public Library Fiscal Officer Conference” being sponsored by Ohio Library Council and held in

Columbus OH, on April 11, 2023 through April 12, 2023. It is further recommended that registration in the amount of \$205.00, mileage in the amount of \$107.16, parking in the amount of \$20.00, and lodging in the amount of \$150.00 be reimbursed by the Board.

Shannon Schilling, Assistant Branch Library Manager, Northwest Branch Library, to participate in “Stress First Aid Webinar” being sponsored by OLC and held May 9, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Patrick Craig, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective April 9, 2023 at the rate of \$14.06 per hour.

Mikhia Dockery, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective March 26, 2023 at the rate of \$14.06 per hour.

Jennifer Donnington, Senior Patron Services Assistant, full-time, Grade 06, West Carrollton Branch Library, effective April 9, 2023 at the rate of \$16.31 per hour.

Rebekha Hill, Information Services Assistant, Substitute, Grade Sub08, Burkhardt Branch Library, effective April 9, 2023 at the rate of \$14.06 per hour.

Brett Martinez, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective April 23, 2023 at the rate of \$14.06 per hour.

Indy Roca, Information Services Assistant, Substitute, Grade Sub08, Wilmington-Stroop Branch Library, effective April 9, 2023 at the rate of \$14.06 per hour.

Mark Vella, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective March 26, 2023 at the rate of \$14.06 per hour.

DECLINED POSITION

Mikhia Dockery, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective March 26, 2023.

AJ Schwab, Systems Technician, full-time, Grade 08, Information Technology Services, effective March 26, 2023.

LEAVE WITHOUT PAY

Jasmine Clay, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 4, 2023 for 8 hours for illness.

Jesse Lawhead, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective February 27, 2023 for 18.2 hours for illness.

Katie Sumner, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective April 8, 2023 for 5.13 hours for personal reasons.

Janice Williams, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective April 14, 2023 for 8 hours for personal reasons.

PROMOTION

Tony McCleskey, Senior Patron Services Assistant, full-time, Grade 06, Patron Services, from Patron Services Assistant, full-time, Grade 05, Patron Services, effective April 9, 2023 at the rate of \$20.91 per hour.

PROMOTION, CHANGE IN LOCATION

Honee Bee Edmonds, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, from Information Services Assistant, Substitute, Grade Sub08, Northwest Branch Library, effective March 12, 2023 at the rate of \$15.85 per hour.

Cynthia Woodruff, Branch Library Manager, full-time, Grade S09, Miamisburg Branch Library, from Homework Help Manager, full-time, Grade S07, Youth Services, effective April 23, 2023 at the rate of \$33.2721 per hour.

PROMOTION, CHANGE IN HOURS

Lindsay Evans, Information Services Assistant, 1/2-time, Grade 08, Northmont Branch Library, from Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective April 9, 2023 at the rate of \$18.07 per hour.

RESIGNATION

Karen Hemmelgarn-Early, Patron Services Assistant, Substitute, Grade Sub05, Wilmington-Stroop Branch Library, effective March 28, 2022.

Christopher Jouan, Patron Services Assistant, 1/2-time, Grade 05, Wilmington-Stroop Branch Library, effective April 12, 2023.

Taylor Smith, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, effective April 7, 2023.

Angela Taylor, Homework Help Assistant, Substitute, grade Sub08, Youth Services, effective January 31, 2023.

TEMPORARY TRANSFER

Mary Ellen Elvers, Information Services Librarian, 1/2-time, Grade 11, Burkhardt Branch Library, from Information Services Librarian, 1/2-time, Grade 11, Information Services, Main Library, effective March 26, 2023 at the rate of \$34.08 per hour.

TERMINATION

Jessica Roncalli-McCoard, Patron Services Assistant, substitute, Grade Sub05, Wilmington-Stroop Branch Library, effective March 31, 2023.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

Ms. Isom joined the meeting at 4:02 pm.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for March 2023 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					
Date	Source	Amount	Use in Operations	Investment	Where
3/2/2023	RE Tax Receipts	675,454.06	-	675,454.06	Debt Service
3/2/2023	RE Tax Receipts	799,796.18	-	799,796.18	Star Ohio
3/15/2023	PLF	1,450,516.53	-	1,450,516.53	Star Ohio

Total	2,925,766.77	-	2,925,766.77
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On a motion by Mr. Kennebrew, seconded by Ms. Isom, the March 2023 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director provided an update on library programs and services.

The Executive Director also introduced Becky Calfe, the new Floater Manager.

Jessica Hunter, Nonprofit Services Specialist, provided an update on Services to Nonprofits.

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. Huber Heights is 95% complete, with an anticipated TCO of April 17, 2023. The Grand Opening is scheduled for June 2, 2023.

MEMORANDUM OF UNDERSTANDING BETWEEN DAYTON METRO LIBRARY, GREATER DAYTON RTA, AND THE CITY OF DAYTON FOR A PEDESTRIAN BUSING PROJECT

On a motion by Mr. Kennebrew, seconded by Ms. Isom, the Board authorized the Executive Director to enter into the following Memorandum of Understanding with the City of Dayton and the Greater Dayton RTA:

This **Memorandum of Understanding** (“MOU”) is between Dayton Metro Library (“Library”), Greater Dayton RTA (“RTA”) and the City of Dayton (“City”).

WITNESSTH THAT:

WHEREAS, The parties desire to support a Pedestrian Busing Project (“Project”), which seeks to eliminate the hardship of residents trying to cross US Route 35 highway by creating a special bus route that will provide safe travel from designated locations within the neighborhoods south of the Library to the Library and back during Library and traffic peak hours.; and

WHEREAS, The Library is willing to provide funds to the City to support the Project, and

WHEREAS, The RTA is willing to transfer two paratransit buses to the City to support the Project.

NOW THEREFORE, in consideration of the mutual promises and covenants set forth herein, the Library, RTA and City agree as follows:

SECTION I. TERM

This MOU shall commence ___ of _____, 2023, and shall terminate upon expenditure of all funds provided herein or on December 31, 2026, whichever date is earlier.

SECTION II. DESCRIPTION AND ROLES

Library shall provide funding to the City of Dayton as follows: The total remuneration in this MOU provided by the Library to the City shall not exceed ONE HUNDRED SEVENTY-FOUR THOUSAND DOLLARS AND ZERO CENTS (\$174,000.00) (“Funds”). The City shall use Funds solely for expenses associated with operating buses in Dayton, Ohio to transport residents on bus routes to provide safe travel to and from the Library. Library shall distribute the funds in three equal annual installments to the City of Dayton in accordance with the terms of this MOU.

RTA shall transfer title to two 2016 Eldorado National paratransit buses to the City of Dayton for purposes of transporting residents on specific bus routes to provide safe travel to and from the Library. Both buses have fully depreciated and have a value of less than \$5,000.00. Route information and hours of operation are attached AS EXHIBIT A.

The City of Dayton will be responsible for securing driver and other personnel to operate the buses on the designated routes and will be responsible for the maintenance and upkeep of the buses. The Library has agreed to “wrap” the buses to promote the Dayton Metro Library and engage in other advertising and promotional activities to educate and inform residents about the services provided under the Project. Such advertising and promotional services are more specifically set forth in Exhibit B.

SECTION III. INDEMNITY

The parties agree to release each other from any and all liability, which may be caused by or arise by the wrongful and/or negligent conduct of the parties’ respective employees and agents in the performance of the services, duties, and responsibilities in this MOU. Notwithstanding, neither party waives any available immunities under law.

SECTION IV. RECORDS AND ACCESS TO RECORDS

All parties shall maintain financial records, supporting documents, and reports necessary to reflect the performance required under the MOU. Upon request, the parties shall provide access to such records and documents related to the Project.

SECTION V. ENTIRE AGREEMENT

This MOU supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof. No changes, alterations, modifications, additions, qualifications, or amendments to the terms of the MOU shall be made except upon written agreement of the parties.

SECTION VI. COMPLIANCE WITH LAWS, RULES, AND REGULATIONS

All activities under the MOU shall be in accordance with laws and regulations governing activities of Internal Revenue Services designated 501(c) 3 organizations. Funds received under the MOU agreement will only be used for activities listed. It is clearly understood by

both parties that no funds received under this MOU will be used for purposes of lobbying or to support specific legislation.

SECTION VII. TERMINATION

The City may terminate or suspend performance of this MOU for the City's convenience upon sending thirty (30) days written notice to all parties.

In the event of early termination, the City shall repay any unexpended funds back to the Library, and shall be released from its obligations hereunder, except those related to auditing. This obligation to remit repayment of funding shall survive termination of this agreement until such funds are actually received by the Library. If no funds were provided prior to termination, the parties shall be immediately relieved of their obligations hereunder, except those related to auditing.

SECTION VIII. GOVERNING LAW

This MOU shall be governed by and construed in accordance with the laws of the State of Ohio, without giving effect to the principles thereof relating to conflicts or choice of laws. Any litigation or other legal matter regarding this MOU or the performance of this MOU by either party must be brought in a court of competent jurisdiction in Montgomery County, Ohio.

SECTION IX. EQUAL EMPLOYMENT OPPORTUNITY

The parties shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status or handicap with respect to employment, promotion, demotion, transfer, recruitment or recruitment advertising, lay-off, termination, rates of pay or other forms of compensation, or selection for training, including apprenticeship.

It is expressly agreed and understood that Section 35.14 of the Revised Code of General Ordinances of the City of Dayton constitutes a material condition of this Agreement as fully and as if specifically rewritten herein and that failure to comply therewith shall constitute a breach thereof entitling the City to terminate this Agreement at its option.

SECTION X. INDEPENDENT CONTRACTOR

By executing this MOU, Library acknowledges and agrees that it will be providing services to the City as an "independent contractor." As an independent contractor for the City, the Library shall be prohibited from representing or allowing others to construe the parties' relationship in a manner inconsistent with this Section. The Library shall have no authority to assume or create any obligation on behalf of, or in the name of the City, without the express prior written approval of a duly authorized representative of the City.

The Library, its employees, and any persons retained or hired by the Library to perform the duties and responsibilities under this Agreement are not City employees, and therefore, such persons shall not be entitled to, nor will they make a claim for, any of the emoluments of employment with the City of Dayton. Further, the Library shall be responsible to withhold and pay, or cause such agents, contractors and sub-contractors to withhold and pay, all applicable local, state and federal taxes.

The Library acknowledges that its employees and other persons retained or hired by the Library are not the City's public employees. City shall not be responsible for any payments or other duties required by the Ohio Public Employees Retirement System ("OPERS") for the Library's employees or persons retained or hired by the Library. The Library shall be solely responsible for any contributions or obligations concerning OPERS that arise from the performance of this Agreement.

SECTION XI. POLITICAL CONTRIBUTIONS

The parties affirm and certify that they have complied with Ohio Revised Code § 3517.13 limiting political contributions.

SECTION XII. AMENDMENT

The parties may mutually agree to amend this MOU. However, no such amendment shall be effective unless it is reduced to a writing, which references this MOU, executed by a duly authorized representative of each party, and if applicable or required, approved by the Commission of the City of Dayton, Ohio.

IN WITNESS WHEREOF, this MOU has been made and interchangeably executed by the parties hereto in duplicate originals.

DAYTON METRO LIBRARY

By: _____

Title: _____

GREATER DAYTON RTA

By: _____

Title: _____

CITY OF DAYTON, OHIO

City Manager

APPROVED AS TO FORM AND CORRECTNESS: 4/17/2023

X John Musto for
City Attorney

Signed by: Musto, John

APPROVED BY THE COMMISSION OF THE CITY OF DAYTON, OHIO:

Clerk of the Commission

EXHIBIT A – ROUTE INFORMATION (CITY / RTA)

The City of Dayton along with the help from the Greater Dayton Regional Transit Authority have planned a busing route based on the area we are targeting for service. The route will run every hour, possibly every 45 minutes and will cover as much of the target area as possible. The route is subject to changed based on ridership and feedback.

The route will run from:
2:00 pm - 6:00 pm Monday - Friday
Noon - 4:00 pm Saturday

Proposed Pedestrian Busing Route

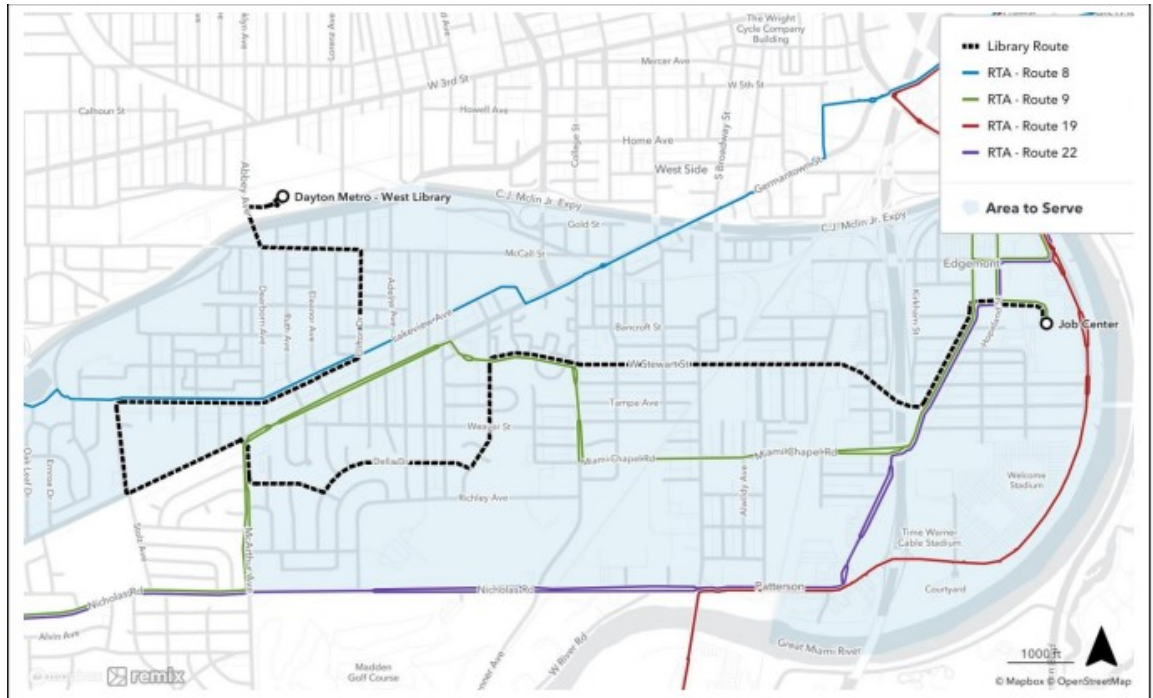


EXHIBIT B – OBLIGATIONS (CITY / DAYTON METRO LIBRARY)

As part of this agreement:

The City of Dayton will:

- Operate and maintain Pedestrian Bus (staffing, maintenance, insurance)
- Coordination of busing service x Create service route (with help of RTA) - Create signage for stops on service route
- PR for new service
- Reporting (ex. tracking usage and costs)
- Create Contract with partners

The Dayton Metro Library will:

- Fund the Pedestrian Busing Project with an annual transfer of Fifty Eight Thousand Dollars and Zero Cents (\$58,000.00), each calendar year for 2023, 2024, and 2025.
- Provide professional wrapping of one bus to promote the library and the Pedestrian Busing Service
- Provide public relations to promote the new service to the public
- Provide Direct Mailings via the USPS to the 45417 zip code (targeted area) to promote the service
- Provide details critical for route planning (ex. library usage peak times, library usage by neighborhoods, etc.)

Ayes: Four
Nays: None
Abstentions: One

NEW BUSINESS

President Thomas mentioned that he and the Executive Director have begun discussing the possibility of an Annual Board Retreat to be held in August of 2023. He asks that Board members direct any questions, feedback or potential agenda items to him, and he will provide an update as plans become more concrete.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 17, 2023 at 4:00 p.m. in the Community Room at the Main Library.

ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Ms. Holihan, the Board adjourned at 4:39 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 17, 2023, 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 19, 2023 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 Keres Weidner, Information Services Assistant, Youth Services, 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:

Amber Cristafaro, Early Literacy Coordinator, Youth Services, for the course “Engaging School-age Children”, Kent State University, 3.0 credit hours, at accost of \$2,220.00, and the course “Master’s Portfolio in Library Information Science”, 1.0 credit hours, at a cost of \$740.00 for a total of \$2,960.00.

Keress Weidner, Information Services Assistant, Youth Services, for the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of \$1,608.00, the course “Reference Sources and Services for Youth”, Kent State University, 3.0 credit hours, at a cost of \$1,608.00, the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0 credit hours, at a cost of \$1,608.00, and the course “Engaging Teens”, Kent State University, 3.0 credit hours, at a cost of \$1,608.00 for a total of \$6,432.00.

Camyel Young, Senior Acquisition Clerk, Collection Development, for the course “Masters Portfolio in Library and Information Science”, Kent State University, 1.0 credit hours, at cost of \$768.00, the course “Information Policy”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Copyright: Understanding User Rights and Responsibilities”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total cost of \$5,190.00.

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 April 2023 will be reviewed by the Fiscal Officer.

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>
4/10/2023	RE Tax Receipts	1,589,847.38	866,906.69	722,940.69	Debt Service
4/14/2023	PLF	1,332,190.26	1,332,190.26	-	
Total		2,922,037.64	2,199,096.95	722,940.69	

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.

- Staff Introductions: Andrew Hiatt, Assistant Branch Manager, Vandalia Branch Library
- Performance Evaluations- Deansai Myers, Human Resources and Organizational Development Director

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, June 21, 2023, at 4:00 p.m. in the Community 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:

Claudine Bennett, External Relations Manager, External Relations, Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, Executive Administration, Jeff Reid, Collection Development Librarian, Technical Services, Holly Richards, Technical Services Director, Technical Services, and Lori Rotterman, Information Services Assistant, Special Collections, to attend “ALA Conference and Expo 2023” sponsored by ALA and held in Chicago, IL on June 22, 2023 through June 27, 2023. It is further recommended that registration in the amount of \$385.00 each, airfare in the amount of \$460.00 each, ground transportation in the amount of \$120.00 each, lodging in the amount of \$870.00 each, and meals in the amount of \$180.00 each be reimbursed by the Board.

Kerry Brookshire, Safety and Protective Services Officer, Safety and Protective Services, Michael Collins, Safety and Protective Services Officer, Safety and Protective Services, and Jeremy Gonzaga, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/AED Blended Course” sponsored by American Red Cross and held in Dayton Metro Library on May 25, 2023. It is further recommended that registration in the amount of \$90.00 each be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “Community Webs Symposium,” sponsored by Community Webs and held in San Francisco, CA on May 23, 2023. There is no registration cost associated with this event. It is further recommended that airfare in the amount of \$795.00, ground transportation in the amount of \$86.00, parking in the amount of \$20.00, and lodging in the amount of \$247.52 be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “Society of Ohio Archivists Annual Meeting,” sponsored by Society of Ohio Archivists and held in Dayton Metro Library on May 11, 2023 through May 12, 2023. It is further recommended that registration in the amount of \$80.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Increase Your Receptiveness to Feedback” webinar sponsored by Sinclair Sparks on May 11, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Employing Empathy in the Workplace” webinar sponsored by Sinclair Sparks on June 8, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Changing Your Mindset about Change” webinar sponsored by Sinclair Sparks on July 13, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, Tony McCleskey, Senior Patron Services Assistant, Patron Services, and Subrina Thompson, Senior Patron

Services Assistant, Patron Services, to participate in “Make the Most of Your Meetings: Facilitating 1:1’s and Staff Meetings” webinar sponsored by Sinclair Sparks on August 10, 2023. It is further recommended that registration in the amount of \$15.00 each be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Staying in Sync with Your Supervisor” webinar sponsored by Sinclair Sparks on September 14, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Banish Burnout: Keeping Yourself and Others Engaged” webinar sponsored by Sinclair Sparks on October 12, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Making Your Values Visible” webinar sponsored by Sinclair Sparks on November 9, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Megs Francis, Staff Development Manager, Human Resources, to participate in “Articulate Storyline Certificate” webinar sponsored by ATD on June 5, 2023 through June 6, 2023. It is further recommended that registration in the amount of \$1,875.00 be reimbursed by the Board.

Jaelyn Fulwood, Youth Experience Manager, Youth Services, and Tanela Hicks, Programming Manager, Youth Services, to participate in “Advancing Access for Library Customers with Sensory Needs” on-demand webinar sponsored by ALA. It is further recommended that registration in the amount of \$71.10 each be reimbursed by the Board.

Sandra George, Patron Services Assistant, Miamisburg Branch Library, and Cynthia Woodruff, Branch Library Manager, Miamisburg Branch Library, to participate in the “ServSafe” on-demand webinar sponsored by the Foodbank. There is no fee associated with this training.

Rachel Gut, Deputy Executive Director, Executive Administration, Christina Sanders, Fiscal Officer/Finance Director, Finance, and Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Southwest Ohio Trustee Dinner” sponsored by OLC and held in Wilmington, OH on April 20, 2023. It is further recommended that registration in the amount of \$45.00 each be reimbursed by the Board.

Mariah Johnson, Cultural Programming Manager, Youth Services, to participate in “Antiracism 201: Digging Deeper in Antiracist Library Culture” webinar sponsored by Library Journal on May 10 through May 24, 2023. It is further recommended that registration in the amount of \$237.24 be reimbursed by the Board.

Angela Keltner, Special Collections Clerk, Special Collections, to attend “Society of Ohio Archivists Annual Meeting,” sponsored by Society of Ohio Archivists and held in Dayton Metro Library on May 11, 2023 through May 12, 2023. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Gil Rutledge, Executive Assistant, Executive Administration, to attend “Administrative Professionals Conference” sponsored by ASAP and held in Las Vegas, NV on October 22, 2023 through October 25, 2023. It is further recommended that registration in the

amount of \$1,595.00, airfare in the amount of \$763.27, ground transportation in the amount of \$36.00, parking in the amount of \$40.00, lodging in the amount of \$1,237.00, and meals in the amount of \$240.00 be reimbursed by the Board.

Beth Storie, Senior Patron Services Assistant, Kettering-Moraine Branch Library, to participate in “Passive-Aggressive Behavior: Sources and Solutions” webinar sponsored by NEO-RLS on June 13, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Beth Storie, Senior Patron Services Assistant, Kettering-Moraine Branch Library, to participate in “Understanding Race and Racism” webinar sponsored by NEO-RLS on May 3, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Gabriela Varnson, Teen Services Librarian, Southeast Branch Library, to attend “Incorporating Yoga Into Children’s Programs” sponsored by SWON and held in Walnut Hills Branch Library, Cincinnati, OH. It is further recommended that registration in the amount of \$40.00, and mileage in the amount of \$67.34 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Kerry Brookshire, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 23, 2023 at the rate of \$19.00 per hour.

Michael Collins, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 23, 2023 at the rate of \$19.00 per hour.

Westly Davis, Accountant, full-time, Grade 11, Finance, effective May 21, 2023 at the rate of \$26.45 per hour.

Jeremy Gonzaga, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 7, 2023 at the rate of \$19.00 per hour.

Gloria Helton, Information Services Assistant, substitute, Grade Sub08, Information Services, effective May 7, 2023 at the rate of \$14.06 per hour.

Cassidy Kylin, Information Services Assistant, Substitute, Grade Sub08, Main Youth Services, effective April 23, 2023 at the rate of \$14.06 per hour.

Courtney Motley, Patron Services Assistant, substitute, Grade Sub05, Patron Services, effective May 7, 2023 at the rate of \$12.16 per hour.

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

Beverly Barnes, Information Services Librarian, 3/5-time, Grade 11, West Carrollton Branch Library, from Information Services Librarian, 3/5-time, Grade 11, Information Services, effective May 21, 2023 at the rate of \$31.43 per hour.

Rhonda Brunn, Patron Services Assistant, full-time, Grade 05, Patron Services, from Patron Services Assistant, full-time, Grade 05, Special Collections, effective May 7, 2023 at the rate of \$22.86 per hour.

Landee Coats, Processor, full-time, Grade 02, Collection Development, from Processor, full-time, Grade 02, Cataloging, effective April 23, 2023 at the rate of \$20.71 per hour.

Ann Riegle Crichton, Workforce Development Manager, full-time, Grade S07, Public Services Administration, from Workforce Development Manager, full-time, Grade S07, Information Services, effective May 7, 2023 at the rate of \$28.9330 per hour.

Melissa Groveman, Information Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, from Information Services Librarian, full-time, Grade 11, Information Services, effective May 7, 2023 at the rate of \$29.80 per hour.

Dani Gustavich, Children Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, from Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective April 23, 2023 at the rate of \$27.42 per hour.

Camille Hall, Business Services Specialist, full-time, Grade 12, Public Services Administration, from Business Services Specialist, full-time, Grade 12, Information Services, effective May 7, 2023 at the rate of \$23.55 per hour.

Jillian Hanshaw, Processor, full-time, Grade 02, Collection Development, from Processor, full-time, Grade 02, Cataloging, effective April 23, 2023 at the rate of \$14.30 per hour.

Jessica Hunter, Nonprofit Services Specialist, full-time, Grade 12, Public Services Administration, from Nonprofit Services Specialist, full-time, Grade 12, Information Services, effective May 7, 2023 at the rate of \$26.35 per hour.

Lisa LaRichie, Processor, full-time, Grade 02, Collection Development, from Processor, full-time, Grade 02, Cataloging, effective April 23, 2023 at the rate of \$17.90 per hour.

Clinton Lowell, Patron Services Assistant, full-time, Grade 05, Patron Services, from Patron Services Assistant, full-time, Grade 05, Special Collections, effective May 7, 2023 at the rate of \$23.32 per hour.

Dan Raridan, Patron Services Assistant, 3/5-time, Grade 05, Patron Services, from Patron Services Assistant, 3/5-time, Grade 05, Special Collections, effective May 7, 2023 at the rate of \$23.32 per hour.

Shawna Woodard, Information Services Librarian, full-time, Grade 11, Northwest Branch Library, from Information Services Librarian, full-time, Grade 11, Special Collections, effective May 7, 2023 at the rate of \$34.08 per hour.

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

Kristina Richey, Information Services Librarian, full-time, Grade 11, Miami Township Branch Library, from LGBTQIA+ Services Specialist, full-time, Grade 12, Information Services, effective July 2, 2023 at the rate of \$27.40 per hour.

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

Molly Benson, Acquisitions Manager, full-time, Grade S07, Collection Development, from Acquisitions Manager, full-time, Grade S06, Collection Development, effective March 26, 2023 at the rate of \$25.6337 per hour.

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

Jennifer Dunnington, Senior Patron Services Assistant, full-time, Grade 06, West Carrollton Branch Library, effective May 11, 2023 for 16 hours for personal reasons.

Luke Lawson, Protective Services Manager, full-time, Grade S07, Safety and Protective Services, effective May 2, 2023 for 21 hours for illness.

Moneeka Stanifer, Information Services Assistant, full-time, Grade 08, West Branch Library, effective June 22, 2023 for 16 hours for personal reasons.

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

Thomas Everett, Patron Services Assistant, Substitute, Grade Sub05, West Branch Library, from Library Aide, Wilmington-Stroop Branch Library, effective May 7, 2023 at the rate of \$12.16 per hour.

Andrew Hiatt, Assistant Branch Library Manager, full-time, Grade S07, Vandalia Branch Library from Children Services Librarian, full-time, Grade 11, Miamisburg Branch Library, effective May 21, 2023 at the rate of \$26.5019 per hour.

Emma Wade, Patron Services Assistant, full-time, Grade 05, Southeast Branch Library from Information Services Assistant, Substitute, Grade Sub08, Miamisburg Branch Library, effective May 7, 2023 at the rate of \$15.64 per hour.

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

Christopher Aich, Patron Services Assistant, Substitute, Grade Sub05, Miamisburg Branch Library, effective September 16, 2022.

Jasmine Clay, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Main Library, effective April 27, 2023.

Teresa Curtis-Morrow, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective April 24, 2023.

Sarah Fox, Patron Services Assistant, Substitute, Grade Sub05, Miami Township Branch Library, effective January 26, 2023.

Douglas Keech, Facilities Manager, full-time, Grade S09, Facilities, effective May, 5, 2023.

Adam Schwiebert, Government Relations and Advocacy Director, full-time, Grade S08, External Relations, effective May 19, 2023.

Allie Thiele, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective May 10, 2023.

Saundra Thomas, Patron Services Assistant, Substitute, Grade Sub05, West Carrollton Branch Library, effective April 11, 2023.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 17, 2023, 4:00 p.m.

PRESENT: Nolan Thomas, Ronald Jackson, Shannon Isom,
David Williamson

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The President called the meeting to order at 4:07 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. Isom, 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. Williamson, the minutes of the Board meeting of April 19, 2023 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Isom, seconded by Mr. Williamson, 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, Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, Executive Administration, Jeff Reid, Collection Development Librarian, Technical Services, Holly Richards, Technical Services Director, Technical Services, and Lori Rotterman, Information Services Assistant, Special Collections, to attend “ALA Conference and Expo 2023” sponsored by ALA and held in Chicago, IL on June 22, 2023 through June 27, 2023. It is further recommended that registration in the amount of \$385.00 each, airfare in the amount of \$460.00 each, ground transportation in the amount of \$120.00 each, lodging in the amount of \$870.00 each, and meals in the amount of \$180.00 each be reimbursed by the Board.

Kerry Brookshire, Safety and Protective Services Officer, Safety and Protective Services, Michael Collins, Safety and Protective Services Officer, Safety and Protective Services, and Jeremy Gonzaga, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/AED Blended Course” sponsored by American Red Cross and held in Dayton Metro Library on May 25, 2023. It is further recommended that registration in the amount of \$90.00 each be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “Community Webs Symposium,” sponsored by Community Webs and held in San Francisco, CA on May 23, 2023. There is no registration cost associated with this event. It is further recommended that airfare in the amount of \$795.00, ground transportation in the amount of \$86.00, parking in the amount of \$20.00, and lodging in the amount of \$247.52 be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend “Society of Ohio Archivists Annual Meeting,” sponsored by Society of Ohio Archivists and held in Dayton Metro Library on May 11, 2023 through May 12, 2023. It is further recommended that registration in the amount of \$80.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Increase Your Receptiveness to Feedback” webinar sponsored by Sinclair Sparks on May 11, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Employing Empathy in the Workplace” webinar sponsored by Sinclair Sparks on June 8, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Changing Your Mindset about Change” webinar sponsored by Sinclair Sparks on July 13, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, Tony McCleskey, Senior Patron Services Assistant, Patron Services, and Subrina Thompson, Senior Patron Services Assistant, Patron Services, to participate in “Make the Most of Your Meetings: Facilitating 1:1’s and Staff Meetings” webinar sponsored by Sinclair Sparks on August 10, 2023. It is

further recommended that registration in the amount of \$15.00 each be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Staying in Sync with Your Supervisor” webinar sponsored by Sinclair Sparks on September 14, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Banish Burnout: Keeping Yourself and Others Engaged” webinar sponsored by Sinclair Sparks on October 12, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Christian Elder, Youth Services Manager, Youth Services, to participate in “Making Your Values Visible” webinar sponsored by Sinclair Sparks on November 9, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Megs Francis, Staff Development Manager, Human Resources, to participate in “Articulate Storyline Certificate” webinar sponsored by ATD on June 5, 2023 through June 6, 2023. It is further recommended that registration in the amount of \$1,875.00 be reimbursed by the Board.

Jaclyn Fulwood, Youth Experience Manager, Youth Services, and Tanela Hicks, Programming Manager, Youth Services, to participate in “Advancing Access for Library Customers with Sensory Needs” on-demand webinar sponsored by ALA. It is further recommended that registration in the amount of \$71.10 each be reimbursed by the Board.

Sandra George, Patron Services Assistant, Miamisburg Branch Library, and Cynthia Woodruff, Branch Library Manager, Miamisburg Branch Library, to participate in the “ServSafe” on-demand webinar sponsored by the Foodbank. There is no fee associated with this training.

Rachel Gut, Deputy Executive Director, Executive Administration, Christina Sanders, Fiscal Officer/Finance Director, Finance, and Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Southwest Ohio Trustee Dinner” sponsored by OLC and held in Wilmington, OH on April 20, 2023. It is further recommended that registration in the amount of \$45.00 each be reimbursed by the Board.

Mariah Johnson, Cultural Programming Manager, Youth Services, to participate in “Antiracism 201: Digging Deeper in Antiracist Library Culture” webinar sponsored by Library Journal on May 10 through May 24, 2023. It is further recommended that registration in the amount of \$237.24 be reimbursed by the Board.

Angela Keltner, Special Collections Clerk, Special Collections, to attend “Society of Ohio Archivists Annual Meeting,” sponsored by Society of Ohio Archivists and held in Dayton Metro Library on May 11, 2023 through May 12, 2023. It is further recommended that registration in the amount of \$30.00 be reimbursed by the Board.

Gil Rutledge, Executive Assistant, Executive Administration, to attend “Administrative Professionals Conference” sponsored by ASAP and held in Las Vegas, NV on October 22, 2023 through October 25, 2023. It is further recommended that registration in the amount of \$1,595.00, airfare in the amount of \$763.27, ground transportation in the amount of

\$36.00, parking in the amount of \$40.00, lodging in the amount of \$1,237.00, and meals in the amount of \$240.00 be reimbursed by the Board.

Beth Storie, Senior Patron Services Assistant, Kettering-Moraine Branch Library, to participate in “Passive-Aggressive Behavior: Sources and Solutions” webinar sponsored by NEO-RLS on June 13, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Beth Storie, Senior Patron Services Assistant, Kettering-Moraine Branch Library, to participate in “Understanding Race and Racism” webinar sponsored by NEO-RLS on May 3, 2023. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Gabriela Varnson, Teen Services Librarian, Southeast Branch Library, to attend “Incorporating Yoga Into Children’s Programs” sponsored by SWON and held in Walnut Hills Branch Library, Cincinnati, OH. It is further recommended that registration in the amount of \$40.00, and mileage in the amount of \$67.34 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Kerry Brookshire, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 23, 2023 at the rate of \$19.00 per hour.

Michael Collins, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 23, 2023 at the rate of \$19.00 per hour.

Westly Davis, Accountant, full-time, Grade 11, Finance, effective May 21, 2023 at the rate of \$26.45 per hour.

Jeremy Gonzaga, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 7, 2023 at the rate of \$19.00 per hour.

Gloria Helton, Information Services Assistant, substitute, Grade Sub08, Information Services, effective May 7, 2023 at the rate of \$14.06 per hour.

Cassidy Kylin, Information Services Assistant, Substitute, Grade Sub08, Main Youth Services, effective April 23, 2023 at the rate of \$14.06 per hour.

Courtney Motley, Patron Services Assistant, substitute, Grade Sub05, Patron Services, effective May 7, 2023 at the rate of \$12.16 per hour.

CHANGE IN LOCATION

Beverly Barnes, Information Services Librarian, 3/5-time, Grade 11, West Carrollton Branch Library, from Information Services Librarian, 3/5-time, Grade 11, Information Services, effective May 21, 2023 at the rate of \$31.43 per hour.

Rhonda Brunn, Patron Services Assistant, full-time, Grade 05, Patron Services, from Patron Services Assistant, full-time, Grade 05, Special Collections, effective May 7, 2023 at the rate of \$22.86 per hour.

Landee Coats, Processor, full-time, Grade 02, Collection Development, from Processor, full-time, Grade 02, Cataloging, effective April 23, 2023 at the rate of \$20.71 per hour.

Ann Riegle Crichton, Workforce Development Manager, full-time, Grade S07, Public Services Administration, from Workforce Development Manager, full-time, Grade S07, Information Services, effective May 7, 2023 at the rate of \$28.9330 per hour.

Melissa Groveman, Information Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, from Information Services Librarian, full-time, Grade 11, Information Services, effective May 7, 2023 at the rate of \$29.80 per hour.

Dani Gustavich, Children Services Librarian, full-time, Grade 11, Electra C. Doren Branch Library, from Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective April 23, 2023 at the rate of \$27.42 per hour.

Camille Hall, Business Services Specialist, full-time, Grade 12, Public Services Administration, from Business Services Specialist, full-time, Grade 12, Information Services, effective May 7, 2023 at the rate of \$23.55 per hour.

Jillian Hanshaw, Processor, full-time, Grade 02, Collection Development, from Processor, full-time, Grade 02, Cataloging, effective April 23, 2023 at the rate of \$14.30 per hour.

Jessica Hunter, Nonprofit Services Specialist, full-time, Grade 12, Public Services Administration, from Nonprofit Services Specialist, full-time, Grade 12, Information Services, effective May 7, 2023 at the rate of \$26.35 per hour.

Lisa LaRichie, Processor, full-time, Grade 02, Collection Development, from Processor, full-time, Grade 02, Cataloging, effective April 23, 2023 at the rate of \$17.90 per hour.

Clinton Lowell, Patron Services Assistant, full-time, Grade 05, Patron Services, from Patron Services Assistant, full-time, Grade 05, Special Collections, effective May 7, 2023 at the rate of \$23.32 per hour.

Dan Raridan, Patron Services Assistant, 3/5-time, Grade 05, Patron Services, from Patron Services Assistant, 3/5-time, Grade 05, Special Collections, effective May 7, 2023 at the rate of \$23.32 per hour.

Shawna Woodard, Information Services Librarian, full-time, Grade 11, Northwest Branch Library, from Information Services Librarian, full-time, Grade 11, Special Collections, effective May 7, 2023 at the rate of \$34.08 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Kristina Richey, Information Services Librarian, full-time, Grade 11, Miami Township Branch Library, from LGBTQIA+ Services Specialist, full-time, Grade 12, Information Services, effective July 2, 2023 at the rate of \$27.40 per hour.

HAY RECLASSIFICATION

Molly Benson, Acquisitions Manager, full-time, Grade S07, Collection Development, from Acquisitions Manager, full-time, Grade S06, Collection Development, effective March 26, 2023 at the rate of \$25.6337 per hour.

LEAVE WITHOUT PAY

Jennifer Dunnington, Senior Patron Services Assistant, full-time, Grade 06, West Carrollton Branch Library, effective May 11, 2023 for 16 hours for personal reasons.

Luke Lawson, Protective Services Manager, full-time, Grade S07, Safety and Protective Services, effective May 2, 2023 for 21 hours for illness.

Moneeka Stanifer, Information Services Assistant, full-time, Grade 08, West Branch Library, effective June 22, 2023 for 16 hours for personal reasons.

PROMOTION, CHANGE IN LOCATION

Thomas Everett, Patron Services Assistant, Substitute, Grade Sub05, West Branch Library, from Library Aide, Wilmington-Stroop Branch Library, effective May 7, 2023 at the rate of \$12.16 per hour.

Andrew Hiatt, Assistant Branch Library Manager, full-time, Grade S07, Vandalia Branch Library from Children Services Librarian, full-time, Grade 11, Miamisburg Branch Library, effective May 21, 2023 at the rate of \$26.5019 per hour.

Emma Wade, Patron Services Assistant, full-time, Grade 05, Southeast Branch Library from Information Services Assistant, Substitute, Grade Sub08, Miamisburg Branch Library, effective May 7, 2023 at the rate of \$15.64 per hour.

RESIGNATION

Christopher Aich, Patron Services Assistant, Substitute, Grade Sub05, Miamisburg Branch Library, effective September 16, 2022.

Jasmine Clay, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Main Library, effective April 27, 2023.

Teresa Curtis-Morrow, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective April 24, 2023.

Sarah Fox, Patron Services Assistant, Substitute, Grade Sub05, Miami Township Branch Library, effective January 26, 2023.

Douglas Keech, Facilities Manager, full-time, Grade S09, Facilities, effective May, 5, 2023.

Adam Schwiebert, Government Relations and Advocacy Director, full-time, Grade S08, External Relations, effective May 19, 2023.

Allie Thiele, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective May 10, 2023.

Saundra Thomas, Patron Services Assistant, Substitute, Grade Sub05, West Carrollton Branch Library, effective April 11, 2023.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Keress Weidner, Information Services Assistant, Youth Services, 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:

Amber Cristafaro, Early Literacy Coordinator, Youth Services, for the course “Engaging School-age Children”, Kent State University, 3.0 credit hours, at a cost of \$2,220.00, and the course “Master’s Portfolio in Library Information Science”, 1.0 credit hours, at a cost of \$740.00 for a total of \$2,960.00.

Keress Weidner, Information Services Assistant, Youth Services, for the course “Information Institutions and Professions”, Kent State University, 3.0 credit hours, at a cost of \$1,608.00, the course “Reference Sources and Services for Youth”, Kent State University, 3.0 credit hours, at a cost of \$1,608.00, the course “Research and Assessment in Library and Information Science”, Kent State University, 3.0

credit hours, at a cost of \$1,608.00, and the course “Engaging Teens”, Kent State University, 3.0 credit hours, at a cost of \$1,608.00 for a total of \$6,432.00.

Camyel Young, Senior Acquisition Clerk, Collection Development, for the course “Masters Portfolio in Library and Information Science”, Kent State University, 1.0 credit hours, at cost of \$768.00, the course “Information Policy”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Copyright: Understanding User Rights and Responsibilities”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00 for a total cost of \$5,190.00.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for April 2023 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>
4/10/2023	RE Tax Receipts	1,589,847.38	866,906.69	722,940.69	Debt Service
4/14/2023	PLF	1,332,190.26	1,332,190.26	-	
Total		2,922,037.64	2,199,096.95	722,940.69	

On a motion by Mr. Jackson, seconded by Mr. Williamson, the April 2023 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. Huber Heights is about 98% complete. The Grand Opening is scheduled for June 2, 2023 from 3-6 pm.

This project will conclude Dayton Metro Library’s Libraries for A Smarter Future initiative.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director invited the Board and public to attend the June 2nd Grand Opening of the Huber Heights Branch, which will serve as a capstone celebration for Libraries for a Smarter Future. The Executive Director also encouraged the Board and public to visit the Americans and the Holocaust exhibit on display at the Main branch of Dayton Metro Library from May 18 to June 21, 2023. Dayton Metro Library was one of 50 public and academic libraries to be selected to host this exhibit in its initial tour.

The Executive Director introduced Andrew Hiatt, the new Assistant Branch Library Manager for Vandalia Branch Library, to the Board.

Deansai Myers, Human Resources and Organizational Development Director, updated the Board on the Library's updated performance evaluation forms and process. The new process, which was created in consultation with Leverage HR, will be debuted this year, following the training of staff and managers.

NEW BUSINESS

Mr. Thomas thanked Library staff for their hard work on the recent Executive Director's Author Series and Annual Donor Luncheon events.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 21, 2023 at 4:00 p.m. in the West Branch Library's Community Room.

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board adjourned at 4:34 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 21, 2023, 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 Gil Rutledge, 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 17, 2023 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.

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 2023 are 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
5/11/2023	RE Tax Receipts	8,109.17	4,322.15	3,787.02	Debt Service
5/12/2023	PLF	1,933,488.43	1,933,488.43	-	
5/12/2023	RE Tax Receipts	1,271,772.48	674,478.48	597,294.00	Debt Service

Total	3,213,370.08	2,612,289.06	601,081.02
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8. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

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

- Community Profiles and Engagement- Dave Hicks, Bill McIntire and Caitlin Wissler, Public Services Directors
- Summer Challenge 2023- Jaclyn Fulwood, Youth Experience Manager

The Executive Director will introduce the following new managers to the Board:

- Corrine “CJ” Carthell- Assistant Director of Equity, Diversity and Inclusion
- Joan Milligan- Cataloging Manager
- Cindy Woodruff- Miamisburg Branch Library Manager

9. 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 to fulfill a seven-year term effective June 1, 2023 until May 31, 2030.

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, July 19, 2023 at 4:00 p.m. in the Community Room at the Main Library.

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:

Claudine Bennett, External Relations Manager, External Relations, to attend “Crisis PR-Plan, Practice, Communicate” being sponsored by PRSA and held in MCESC on June 14, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

CJ Carthell, Equity, Diversity and Inclusion Assistant Director, Equity Diversity and Inclusion, Megs Francis, Staff Development Manager, Human Resources, Luke Lawson, Protective Services Manager, Safety and Protective Services, Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, Equity, Diversity and Inclusion, and Gabriela Pickett, Newest American Specialist, Information Services, to attend “UD Dialogue Zone Institute” being sponsored by and held at the University of Dayton from August 2, 2023 through August 4, 2023. It is further recommended that registration in the amount of \$400.00 each be reimbursed by the Board.

Allison Dugan, Patron Services Manager, Patron Services, to participate in “Creating Safer Libraries: Foundations for Librarians and Frontline Staff” webinar being sponsored by LJ & SLJ on November 29, 2023. It is further recommended that registration in the amount of \$188.94 be reimbursed by the Board.

Phillip Dunlevy, Facilities Manager, Facilities, to attend “Library Facilities Conference” sponsored by OLC and held in Westerville, OH on July 19, 2023. It is further recommended that registration in the amount of \$300.00 be reimbursed by the Board.

Kaylea Gray, Teen Services Librarian, West Branch Library, and Steve Moser, Teen Services Librarian, Trotwood Branch Library, to participate in “A Place to Belong: Neurodiversity and Mental Health in the Library” webinar sponsored by ALA and held July 26, 2023 through July 27, 2023. It is further recommended that registration in the amount of \$129.00 each be reimbursed by the Board.

Camee Hart, Outreach Services Manager, Outreach Services, to attend “ABOS Conference” being sponsored by ABOS and held in Hershey, PA October 9, 2023 through October 11, 2023. It is further recommended that registration in the amount of \$375.00, mileage in the amount of \$586.88, parking in the amount of \$30.00, and lodging in the amount of \$800.00 be reimbursed by the Board.

Camee Hart, Outreach Services Manager, Outreach Services, to attend “Outreach and Special Services Retreat” being sponsored by OLC and held in Columbus, OH, on August 4, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Camille Hall, Business Services Specialist, Public Services Administration, to attend “OLC Facilities Conference” sponsored by OLC and held in Westerville, OH on July 19, 2023. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Luke Lawson, Protective Services Manager, Safety and Protective Services, and Heather McClure, Safety and Protective Services Manager, Safety and Protective Services, to

participate in “Online Library Safety Summit” webinar sponsored by LJ and SLJ on September 20, 2023. It is further recommended that registration in the amount of \$188.94 each be reimbursed by the Board.

Holly Richards, Technical Services Director, Technical Services, to attend “SWON Library Leadership Luncheon” sponsored by SWON and held in Cincinnati, OH on July 21, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Manga Crash Course” webinar sponsored by SLJ and held May 25, 2023. It is further recommended that registration in the amount of \$85.00 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “A Place to Belong: Neurodiversity and Mental Health in the Library” webinar sponsored by ALA and held July 26, 2023 through July 27, 2023. It is further recommended that registration in the amount of \$116.10 be reimbursed by the Board.

Sherry Walters, Patron Services Assistant, Patron Services, to participate in “Library De-escalation Training: A Crash Course” webinar sponsored by Library Journal and held October 18, 2023. It is further recommended that registration in the amount of \$79.94 be reimbursed by the Board.

Francine Wanczyk, Patron Services Assistant, Patron Services, to participate in “Banishing Burnout” webinar sponsored by Sinclair Sparks and held May 17, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Baraa Ali, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective August 13, 2023 at the rate of \$14.06 per hour.

Corrine Carthell, Assistant Director of Equity, Diversity and Inclusion, full-time, Grade S08, Equity Diversity and Inclusion, effective May 21, 2023 at the rate of \$36.0577 per hour.

Liz Hale, Homework Help Manager, full-time, Grade S07, Youth Services, effective June 18, 2023 at the rate of \$28.8462 per hour.

Mya Hartman, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective June 4, 2023 at the rate of \$14.06 per hour.

Joan Milligan, Cataloging Manager, full-time, Grade S08, Cataloging, Technical Services, effective June 4, 2023 at the rate of \$31.2500 per hour.

Marcy Vaughn-Rose, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective June 18, 2023 at the rate of \$14.06 per hour.

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

Alyssa Childs, Children Services Librarian, full-time, Grade 11, Miamisburg Branch Library, from Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective August 13, 2023 at the rate of \$25.68 per hour.

Gabriela Pickett, Newest American Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, from Newest American Specialist, full-time, Grade 12, Information Services, effective July 2, 2023 at the rate of \$26.35 per hour.

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

Tabitha Perry, Accounting Clerk, full-time, Grade 05, Finance, effective May 15, 2023 for 5.23 hours for illness.

Tiffany Shaw-Diaz, Patron Services Assistant, 3/5-time, West Carrollton Branch Library, effective May 21, 2023 for 6.7 hours for illness.

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

Etanna Adams, Patron Services Assistant, full-time, Grade 05, Patron Services, from Patron Services Assistant, Substitute, Grade Sub05, Patron Services, effective June 18, 2023 at the rate of \$16.11 per hour.

Phillip Dunlevy, Facilities Manager, full-time, Grade S09, Facilities, from Maintenance Manager, full-time, Grade S07, Facilities, effective June 4, 2023 at the rate of \$33.2721 per hour.

Jonathon Metcalf, Information Services Assistant, (Technology Emphasis), full-time, Grade 08, New Lebanon Branch Library, from Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, effective June 4, 2023 at the rate of \$18.62 per hour.

Katherine Mullins, Information Services Assistant, substitute, Grade Sub08, Kettering-Moraine Branch Library, from Library Aide, Kettering-Moraine Branch Library, effective May 21, 2023 at the rate of \$14.06 per hour.

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

Angel Curry, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective June 23, 2023.

Gloria Helton, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective May 12, 2023.

Shannon Schilling, Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, effective June 9, 2023.

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

Mary Limbert, Supply Clerk, 4/5-time, Grade 04, Finance, effective August 3, 2023, after more than 42 years of service.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 21, 2023, 4:00 p.m.

PRESENT: Nolan Thomas, Jeanne Holihan, Ronald Jackson, Carl Kennebrew

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The President called the meeting to order at 4:09 p.m.

OATH OF OFFICE

The Oath of Office was administered to all Board Members present, as well as the Fiscal Officer and Deputy Fiscal Officer, by Notary Public Gil Rutledge.

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. Holihan, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Kennebrew, seconded by Mr. Jackson, the minutes of the May 17, 2023 meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Jackson, 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:

Claudine Bennett, External Relations Manager, External Relations, to attend “Crisis PR-Plan, Practice, Communicate” being sponsored by PRSA and held in MCESC on June 14, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

CJ Carthell, Equity, Diversity and Inclusion Assistant Director, Equity Diversity and Inclusion, Megs Francis, Staff Development Manager, Human Resources, Luke Lawson, Protective Services Manager, Safety and Protective Services, Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, Equity, Diversity and Inclusion, and Gabriela Pickett, Newest American Specialist, Information Services, to attend “UD Dialogue Zone Institute” being sponsored by and held at the University of Dayton from August 2, 2023 through August 4, 2023. It is further recommended that registration in the amount of \$400.00 each be reimbursed by the Board.

Allison Dugan, Patron Services Manager, Patron Services, to participate in “Creating Safer Libraries: Foundations for Librarians and Frontline Staff” webinar being sponsored by LJ & SLJ on November 29, 2023. It is further recommended that registration in the amount of \$188.94 be reimbursed by the Board.

Phillip Dunlevy, Facilities Manager, Facilities, to attend “Library Facilities Conference” sponsored by OLC and held in Westerville, OH on July 19, 2023. It is further recommended that registration in the amount of \$300.00 be reimbursed by the Board.

Kaylea Gray, Teen Services Librarian, West Branch Library, and Steve Moser, Teen Services Librarian, Trotwood Branch Library, to participate in “A Place to Belong: Neurodiversity and Mental Health in the Library” webinar sponsored by ALA and held July 26, 2023 through July 27, 2023. It is further recommended that registration in the amount of \$129.00 each be reimbursed by the Board.

Camee Hart, Outreach Services Manager, Outreach Services, to attend “ABOS Conference” being sponsored by ABOS and held in Hershey, PA October 9, 2023 through October 11, 2023. It is further recommended that registration in the amount of \$375.00, mileage in the amount of \$586.88, parking in the amount of \$30.00, and lodging in the amount of \$800.00 be reimbursed by the Board.

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Luke Lawson, Protective Services Manager, Safety and Protective Services, and Heather McClure, Safety and Protective Services Manager, Safety and Protective Services, to participate in “Online Library Safety Summit” webinar sponsored by LJ and SLJ on September 20, 2023. It is further recommended that registration in the amount of \$188.94 each be reimbursed by the Board.

Holly Richards, Technical Services Director, Technical Services, to attend “SWON Library Leadership Luncheon” sponsored by SWON and held in Cincinnati, OH on July 21, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “Manga Crash Course” webinar sponsored by SLJ and held May 25, 2023. It is further recommended that registration in the amount of \$85.00 be reimbursed by the Board.

David Senatore, Teen Services Librarian, Miamisburg Branch Library, to participate in “A Place to Belong: Neurodiversity and Mental Health in the Library” webinar sponsored by ALA and held July 26, 2023 through July 27, 2023. It is further recommended that registration in the amount of \$116.10 be reimbursed by the Board.

Sherry Walters, Patron Services Assistant, Patron Services, to participate in “Library De-escalation Training: A Crash Course” webinar sponsored by Library Journal and held October 18, 2023. It is further recommended that registration in the amount of \$79.94 be reimbursed by the Board.

Francine Wanczyk, Patron Services Assistant, Patron Services, to participate in “Banishing Burnout” webinar sponsored by Sinclair Sparks and held May 17, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Baraa Ali, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective August 13, 2023 at the rate of \$14.06 per hour.

Corrine Carthell, Assistant Director of Equity, Diversity and Inclusion, full-time, Grade S08, Equity Diversity and Inclusion, effective May 21, 2023 at the rate of \$36.0577 per hour.

Liz Hale, Homework Help Manager, full-time, Grade S07, Youth Services, effective June 18, 2023 at the rate of \$28.8462 per hour.

Mya Hartman, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective June 4, 2023 at the rate of \$14.06 per hour.

Joan Milligan, Cataloging Manager, full-time, Grade S08, Cataloging, Technical Services, effective June 4, 2023 at the rate of \$31.2500 per hour.

Marcy Vaughn-Rose, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective June 18, 2023 at the rate of \$14.06 per hour.

CHANGE IN LOCATION

Alyssa Childs, Children Services Librarian, full-time, Grade 11, Miamisburg Branch Library, from Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective August 13, 2023 at the rate of \$25.68 per hour.

Gabriela Pickett, Newest American Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, from Newest American Specialist, full-time, Grade 12, Information Services, effective July 2, 2023 at the rate of \$26.35 per hour.

LEAVE WITHOUT PAY

Tabitha Perry, Accounting Clerk, full-time, Grade 05, Finance, effective May 15, 2023 for 5.23 hours for illness.

Tiffany Shaw-Diaz, Patron Services Assistant, 3/5-time, West Carrollton Branch Library, effective May 21, 2023 for 6.7 hours for illness.

PROMOTION

Etanna Adams, Patron Services Assistant, full-time, Grade 05, Patron Services, from Patron Services Assistant, Substitute, Grade Sub05, Patron Services, effective June 18, 2023 at the rate of \$16.11 per hour.

Phillip Dunlevy, Facilities Manager, full-time, Grade S09, Facilities, from Maintenance Manager, full-time, Grade S07, Facilities, effective June 4, 2023 at the rate of \$33.2721 per hour.

Jonathon Metcalf, Information Services Assistant, (Technology Emphasis), full-time, Grade 08, New Lebanon Branch Library, from Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, effective June 4, 2023 at the rate of \$18.62 per hour.

Katherine Mullins, Information Services Assistant, substitute, Grade Sub08, Kettering-Moraine Branch Library, from Library Aide, Kettering-Moraine Branch Library, effective May 21, 2023 at the rate of \$14.06 per hour.

RESIGNATION

Angel Curry, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective June 23, 2023.

Gloria Helton, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective May 12, 2023.

Shannon Schilling, Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, effective June 9, 2023.

RETIREMENT

Mary Limbert, Supply Clerk, 4/5-time, Grade 04, Finance, effective August 3, 2023, after more than 42 years of service.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for May 2023 were included in the Board folder. Christina Sanders, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
5/11/2023	RE Tax Receipts	8,109.17	4,322.15	3,787.02	Debt Service
5/12/2023	PLF	1,933,488.43	1,933,488.43	-	
5/12/2023	RE Tax Receipts	1,271,772.48	674,478.48	597,294.00	Debt Service

Total	3,213,370.08	2,612,289.06	601,081.02
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On a motion by Mr. Kennebrew, seconded by Mr. Jackson, the May 2023 Financial Report was approved by the Board.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced the following new managers:

- Corrine "CJ" Carthell- Assistant Director of Equity, Diversity and Inclusion
- Joan Milligan- Cataloging Manager
- Cindy Woodruff- Miamisburg Branch Library Manager

The Executive Director also provided the Board with a statistical overview of the West Branch Library, the host location for the meeting. He commended the West Branch on the creative and innovative programming they have provided for the community. The Executive Director also informed the Board that the West Branch shuttle service will begin its three-year cycle on July 1st, with routes available weekdays from 2-6 pm and 12-4 pm on Saturdays. There will be a launch event at the West branch June 29th at 2:00 pm.

Jacki Fulwood, Youth Experiences Manager, provided an overview of DML's 2023 Summer Challenge. The Library has pivoted to tracking days with reading or learning activities rather than establishing a set time goal. An expanded early registration period has seen 61% growth from last year's numbers, and the program is off to a promising start.

Bill McIntire, Public Services Director, shared the work that he and the other Patron Services Directors have done in creating community profiles in order to build connections with key stakeholders, grow relationships and increase local impact. Reports have been drafted to establish a shared knowledge, and to build upon past efforts.

CORRESPONDENCE

The Board received a resolution from the Montgomery County Commissioners, appointing Mr. Ronald Jackson to the Board of Trustees of the Dayton Metro Library to fulfill a seven-year term effective June 1, 2023 until May 31, 2030.

NEW BUSINESS

President Thomas was pleased to see the Bookmobile at the City of Kettering's Juneteenth celebration. He also thanked and commended staff for a successful opening of the Huber Heights branch.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 19, 2023 at 4:00 p.m. in the Main Library's Community Room.

ADJOURNMENT

On a motion by Mr. Kennebrew, seconded by Mr. Jackson, the Board adjourned at 4:36 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 20, 2023, 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 19, 2023 meeting of the Board.

It is recommended that the Board take action on the minutes of the August 12, 2023 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.

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, Acquisitions Manager, Technical Services, for the course “Master’s Portfolio in Library Information Sciences,” 1.0 credit hour, Kent State University, at a cost of \$740.00, and the course “Foundations of Record Keeping in Society,” Kent State University, 3.0 credit hours at a cost of \$2,220.00, for a total of \$2,960.00.

Margaret Castillo, Children Services Librarian, Southeast Branch Library, for the course “Acquisition: Management of Knowledge and Information,” Indiana University-Purdue University Indianapolis, 3.0 credit hours at a cost of \$1,658.64, and the course “Introduction to Research,” Indiana University-Purdue University Indianapolis, 3.0 credit hours at a cost of \$1,658.64, for a total of \$3,317.28.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, for the course “Engaging School-age Children,” Kent State University, 3.0 credit hours, at a cost of \$2,200.00, and the course “Master’s Portfolio in Library Information Sciences,” Kent State University, 1.0 credit hours at a cost of \$740.00, for a total of \$2,960.00.

Lauren Day, Information Services Assistant, Outreach Services, for the course “Engaging Young Children and Families,” Kent State University, 3.0 credit hours, at a cost of \$2,225.00 and the course “Engaging Teens,” Kent State University, 3.0 credit hours, at a cost of \$2,225.00 and the course “Engaging Children with Latine Literature,” Kent State University, 1.0 credit hour, at a cost of \$740.00, for a total of \$5,190.00.

Blanca Hannan, Information Services Assistant, West Branch Library, for the course “Information Services and Reference Services,” Kent State University, 3.0 credit hours at a cost of \$2,220.00, and the course “The Public Library,” Kent State University, 3.0 credit hours at a cost of \$2,220.00 and the course “Information Needs, Seeking and Use,” Kent State University, 3.0 credit hours at a cost of \$2,200.00, for a total of \$6,660.00.

Hannah Imes, Information Services Assistant (Technology Emphasis), Information Services, for the course “Master’s Portfolio in Library Information Sciences,” Kent State University, 1.0 credit hour, at a cost of \$740.00, and the course “The Academic Library,” Kent State University, 3.0 credit hours, at a cost of \$2,200.00, for a total of \$2,960.00.

Angela Keltner, Special Collections Clerk, Special Collections, for the course “Intro to Digital Preservation,” Kent State University, 3.0 credit hours at a cost of \$2,220.00 and the course “Foundations of Museum Studies,” Kent State University, 3.0 credit hours at a cost of \$2,220.00, for a total of \$4,440.00.

Matthew McKinley, Information Services Assistant (Technology Emphasis), Burkhardt Branch Library, for the course “Information Technology Tools and Applications- Advanced Topic: Big Data Analytics and Management,” San Jose State University, 3.0 credit hours at a cost of \$1,575.00, and the course “Information Technology Tools and Applications- Advanced Topic: Introduction to Web, Text,” San Jose State University, 3.0 credit hours at a cost of \$1,575.00, for a total of \$3,150.00.

Molly Millsop, Information Services Librarian, Huber Heights Branch Library, for the course "Evaluation of Information and Services," Indiana University, 3.0 credit hours at a cost of \$1,678.77, and the course "Public Library Services," Indiana University, 3.0 credit hours at a cost of \$1,678.77 and the course "Information Architecture," Indiana University, 3.0 credit hours at a cost of \$1,678.77, for a total of \$5,036.31.

Ambrose Weidner, Information Services Assistant, Youth Services, for the course "Research and Assessment in Library Information Science," Kent State University, 3.0 credit hours at a cost of \$2,175.00, and the course "Engaging Teens," Kent State University, 3.0 credit hours at a cost of \$2,175.00, for a total of \$4,350.00.

D. GIFTS AND GRANTS

It is recommended that the Board approve the gifts and grants as listed at the end of the agenda.

E. 2023 OLC CONVENTION AND EXPO

The 2023 OLC Convention and Expo will be held at the Duke Energy Convention Center in Cincinnati, Ohio from September 27-29, 2023. It is recommended that the Board authorize reimbursement in an amount up to \$210.00 for registration, \$70.87 for mileage, \$66.00 for parking, \$460.00 for lodging, and \$180.00 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, \$2,960.61 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 \$70.87 for mileage, \$66.00 for parking, \$460.00 for lodging costs, and \$180.00 for meals; and a maximum per person reimbursement of \$210.00 for registration costs. It is further recommended that \$2,960.61 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

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 July and August 2023 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>
7/7/2023	RE Tax Advance	\$406,054.80	\$224,092.70	\$181,962.10	Debt Service
7/13/2022	PLF	\$1,539,923.39	\$1,200,000.00	\$339,923.39	Star Ohio
7/14/2023	RE Tax Advance	\$2,873,340.03	\$1,539,923.39	\$1,333,416.64	Debt Service
7/21/2023	RE Tax Advance	\$2,373,339.59	\$1,290,954.42	\$1,082,385.17	Debt Service
7/28/2023	RE Tax Advance	\$1,598,322.86	\$869,840.84	\$728,482.02	Debt Service
8/15/2023	PLF	\$1,474,972.67	\$1,474,972.67	-	
Total		<u>\$10,265,953.34</u>	<u>\$6,599,784.02</u>	<u>\$3,666,169.32</u>	

7. 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, 2024; 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	\$11,840,967.00	1.75
Bond Fund	\$10,073,675.00	1.29

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.

8. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

New Manager Intros:

- Austin Railey III, Government Relations and Advocacy Director
- Timothy Smith, Maintenance Manager
- Camyel Young, Outreach Services Assistant Branch Manager

-Cindy Heitman: Goodwill Easter Seals Peer Support Partnership

-Allison Knight, Youth Services Director: Literacy Initiatives

9. CORRESPONDENCE

Included in the Board Packets were two items of correspondence delivered to the Board since the July 20, 2023 Board Meeting.

The first was a message dated August 6, 2023 indicating Jeanne Holihan's resignation from the Board of Trustees, with immediate effect.

The second was a message dated August 28, 2023 indicating Ronald Jackson's resignation from the Board of Trustees, with immediate effect.

10. RESOLUTION HONORING JEANNE HOLIHAN

WHEREAS, Jeanne Holihan has served with distinction on the Board of Library Trustees of the Dayton Metro Library from June 1, 2008, through August 6, 2023; and

WHEREAS, she demonstrated her leadership by serving as President of the Board from January 2014 through December 2016, as Vice President from January through December 2013 and again from January 2020 through August 2023, and on numerous committees to support special initiatives and execute necessary responsibilities of the Board throughout her tenure; and

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

WHEREAS, she advocated for the audacious *Libraries for a Smarter Future* bond issue campaign that was overwhelmingly passed by voters in November 2012; and

WHEREAS, she used her strategic planning expertise, administrative experience and financial nous to guide and inform the Library throughout her tenure; and

WHEREAS, she served as a thoughtful leader and community advocate as the Board considered downtown locations to best serve the people of Dayton, ultimately determining that the original Cooper Park location provided the best blend of history, accessibility, and green space to make it the ideal location for the Main Library; and

WHEREAS, her commitment to civic engagement and local improvements have led to numerous volunteer roles, including her active work with Goodwill Easter Seals Miami Valley and St. Vincent DePaul, as well as service on several nonprofit boards, including the Dayton Contemporary Dance Company, Dayton Urban League and St. Joseph's Treatment Center; and

WHEREAS, even as she sets a vision for the future, she celebrated Dayton Metro Library's rich history by recognizing Electra C. Doren as a pioneer in library science and supporter of women's suffrage; and

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

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

WHEREAS, her clear vision of quality library service helped guide the Dayton Metro Library Board of Trustees in accomplishing its many goals and outcomes; and

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

THEREFORE, BE IT RESOLVED, that on the TWENTIETH DAY OF SEPTEMBER, TWO THOUSAND TWENTY-THREE, the Members of the Board of Trustees of the Dayton Metro Library formally and gratefully recognize the significant civic and personal contributions that **JEANNE HOLIHAN** 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.

Attested to this date, September 20, 2023 by the Board of Library Trustees:

11. ELECTION OF OFFICERS- ACTION

In light of the departures from the Board of Vice President Jeanne Holihan and Secretary Ronald Jackson, the Board will elect replacements for these two positions for the remainder of 2023.

12. NOMINATING COMMITTEE- ACTION

The Board President will solicit recommendations from the Board of Trustees to the Court of Common Pleas for candidates to fill the vacancy created by Jeanne Holihan's resignation.

13. NEW BUSINESS

14. 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 requirements 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 18, 2023 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.

15. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS - INFORMATION

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, October 18, 2023 at 4:10 p.m. in the Community Room at the Main Library, or immediately following the conclusion of the records commission meeting.

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:

Martha Ballinger, Information Services Librarian, Special Collections, Beverly Barnes, Information Services Librarian, West Carrollton Branch Library, Molly Benson, Acquisition Manager, Technical Services, Mariah Busher, Information Services Librarian, Trotwood Branch Library, Rebecca Calfe, Floater Manager, Public Services Administration, Katie Depew, Information Services Assistant, Miamisburg Branch Library, Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, Jacqueline Gazda, Information Services Librarian, Information Services, Brittany Graham, Information Services Librarian, Miamisburg Branch Library, Rachel Gut, Deputy Executive Director, Executive Administration, Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, Dave Hicks, Public Services Director, Public Service Administration, Carol MacMann, Branch Library Manager, New Lebanon Branch Library, Dr. Karlos L. Marshall, Director, Equity, Diversity, and Inclusion, Carol Mitchell, Branch Library Manager, Huber Heights Branch Library, Holly Richards, Technical Services Director, Technical Services, Kristina Richey, Information Services Librarian, Miami Township Branch Library, Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, Jeffrey Trzeciak, Executive Director, Executive Administration, and Shaun Wright, Information Services Manager, Information Services, to attend “OLC Annual 2023 Convention and Expo” sponsored by OLC and held in Cincinnati, OH, from September 27, 2023 through September 29, 2023. It is further recommended that registration in an amount not to exceed \$210.00 each, mileage in an amount not to exceed \$70.87 each, parking in an amount not to exceed \$66.00 each, lodging in an amount not to exceed \$460.00 each, and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Karen D. Brame, Information Services Librarian, Special Collections, to participate in the “Graduate Certificate in Digital Storytelling” live attendance web conference sponsored by Harvard Extension School beginning September 5, 2023 through December 21, 2023. It is further recommended that registration in the amount of \$3,220.00 be reimbursed by the Board.

Jillian Brookshire, Human Resources Manager, Human Resources, to participate in the “ADA and Mental Health: The Hidden Disability” webinar sponsored by US EECO and held August 9, 2023. It is further recommended that registration in the amount of \$145.00 be reimbursed by the Board.

Theresa Callen, Children Services Librarian, Main Youth Services, to attend “Youth Adapted and Inclusive Programming” sponsored by Northeast Ohio Regional Library System and held in Westlake, OH from September 11, 2023 through September 12, 2023. It is further recommended that registration in the amount of \$180.00, mileage in the amount of \$272.48, and lodging in the amount of \$178.57 be reimbursed by the Board.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, and Katie Depew, Information Services Assistant, Miamisburg Branch Library, to participate in the “Sensory

Storytime Webinar” sponsored by OLC and held October 17, 2023. It is further recommended that registration in the amount of \$35.00 each be reimbursed by the Board.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, to attend the “SWON Children’s Literacy Conference” being sponsored by SWON and held in Florence, KY, on September 16, 2023. It is further recommended that registration in the amount of \$84.23 be reimbursed by the Board.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, to participate in the “Colorado Libraries for Early Literacy Conference” webinar being sponsored by Colorado Library Consortium from September 21, 2023 through September 22, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Jacob Crosen, Information Services Assistant, Main Youth Services, to attend the “Early Childhood Workshop: Go Out and Play” workshop sponsored by SWON and held in Erlanger, KY, on August 25, 2023. It is further recommended that registration in the amount of \$55.00 and mileage in the amount of \$81.22 be reimbursed by the Board.

Westly Davis, Accountant, Finance, Jay Eckley, Accounting Manager, Finance, Tabitha Perry, Accounting Clerk, Finance, and Chrissy Sanders, Fiscal Officer/Finance Director, to attend “SSI Fall Conference” sponsored by Software Solutions and held in Westerville, OH, from October 25, 2023 through October 27, 2023. It is further recommended that registration in the amount of \$495.00 each, mileage in the amount of \$123.42 each, parking in the amount of \$30.00 each, lodging in the amount of \$822.04 each, and meals in the amount of \$120.00 each be reimbursed by the Board.

Rachel Gut, Deputy Executive Director, Executive Administration, to attend “OLC Outreach and Special Services Retreat” sponsored by OLC and held in Dublin, OH, on August 4, 2023. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Maria Hummel, Information Services Librarian, Southeast Branch Library, to participate in the “Safeserv Training” on-demand webinar sponsored by the Dayton Foodbank. It is further recommended that registration in the amount of \$22.00 be reimbursed by the Board.

Kraig Kirves, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/AED Blended Course” sponsored by Focus Health Corp. and held in the Main Library on August 2, 2023. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Heather McClure, Safety and Protective Services Manager, Safety and Protective Services, to attend “2023 Safety Breakfast with the Experts” sponsored by Dayton Safety Council on November 16, 2023. It is further recommended that registration in the amount of \$55.00 be reimbursed by the Board.

Steve Moser, Teen Services Librarian, Trotwood Branch Library, to attend “YALSA’s Young Adult Services Symposium,” sponsored by YALSA and held in St. Louis, MO, from November 10, 2023 through November 12, 2023. It is further recommended that registration in the amount of \$199.00, airfare in the amount of \$410.35, ground transportation in the amount of \$96.00, lodging in the amount of \$536.40, and meals in the amount of \$120.00 be reimbursed by the Board.

Chrissy Sanders, Fiscal Officer/Finance Director, Finance, to participate in the “Library Fiscal Officer 102” webinar sponsored by OLC and held on August 31, 2023. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Aaron Smith, Audio-Visual Systems Manager, IT Services, to attend “iVideo Expo” sponsored by iVideo and held in Columbus, OH on October 10, 2023. It is further recommended that mileage in the amount of \$88.50 and meals in the amount of \$60.00 be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Northmont Legislative Day 2023” sponsored by Northmont Chamber of Commerce and held in Northmont, OH, on August 17, 2023. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to participate in “Urban Librarians Conference (Virtual) We Didn’t Start the Fire,” webinar sponsored by ULC and held September 22, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Ambrose Weidner, Information Services Assistant, Main Youth Services, to participate in the “Library De-Escalation Training” webinar sponsored by Library Journal on October 18, 2023. It is further recommended that registration in the amount of \$79.74 be reimbursed by the Board.

Caitlin Wissler, Public Services Director, Public Services Administration, to participate in the “Make the Most of Your Meetings: Facilitating 1:1’s and Staff Meetings” webinar sponsored by Sinclair Sparks on August 10, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Caitlin Wissler, Public Services Director, Public Services Administration, to participate in the “Banish Burnout: Keeping Yourself and Others Engaged” webinar sponsored by Sinclair Sparks on October 12, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Kayannah Adams, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, effective July 30, 2023 at the rate of \$20.63 per hour.

Pamela Archer, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective September 24, 2023 at the rate of \$14.06 per hour.

Kimberly Croft, Information Services Assistant, Substitute, Grade Sub08, Burkhardt Branch Library, effective August 27, 2023 at the rate of \$14.06 per hour.

Hannah Baker, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective July 30, 2023 at the rate of \$14.06 per hour.

Natalie Gut, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective September 24, 2023 at the rate of \$14.06 per hour.

Sheri Heath, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective July 30, 2023 at the rate of \$14.06 per hour.

Kristina Hill, Community Wellness Specialist, full-time, Grade 12, Community Development, effective October 8, 2023 at the rate of \$26.90 per hour.

Makailah Hill, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective August 13, 2023 at the rate of \$22.36 per hour.

Garret Johnson, Information Services Assistant, substitute, Grade Sub08, Miamisburg Branch Library, effective August 27, 2023 at the rate of \$14.06 per hour.

Suzanne Kirchner, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective August 13, 2023 at the rate of \$17.76 per hour.

Kraig Kirves, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective July 30, 2023 at the rate of \$19.00 per hour.

Maylin Polo Marquez, Homework Help Assistant, Substitute, Grade Sub 08, Youth Services, effective September 10, 2023 at the rate of \$14.06 per hour.

Chigozie Odumodu, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective September 10, 2023 at the rate of \$14.06 per hour.

Jordan Ostrum, LGBTQIA+ Services Specialist, full-time, Grade 12, Equity Diversity and Inclusion, effective September 24, 2023 at the rate of \$28.08 per hour.

Austin Railey III, Government Relations and Advocacy Director, full-time, Grade S08, External Relations, effective August 27, 2023 at the rate of \$36.0577 per hour.

Aleda Smith, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective August 13, 2023 at the rate of \$14.06 per hour.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective August 13, 2023 at the rate of \$25.24 per hour.

Davneet Wadhwa, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 10, 2023 at the rate of \$14.06 per hour.

Barbara Ward, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective September 24, 2023 at the rate of \$14.06 per hour.

Forest Wortham, Information Services Assistant, substitute, Grade Sub08. Miamisburg Branch Library, effective August 27, 2023 at the rate of \$14.06 per hour.

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

Mark Puterbaugh, Patron Services Assistant, Grade 05, Northmont Branch Library, from Patron Services Assistant, 9/10-time, Grade 05, Northmont Branch Library, effective August 27, 2023 at the rate of \$23.55 per hour.

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

Camille Hall, Business Services Specialist, full-time, Grade 12, Community Development, from Business Services Specialist, full-time, Grade 12, Public Services Administration, effective July 16, 2023 at the rate of \$23.55 per hour.

Jessica Hunter, Nonprofit Services Specialist, full-time, Grade 12, Community Development, from Nonprofit Services Specialist, full-time, Grade 12, Public Services Administration, effective July 16, 2023 at the rate of \$26.35 per hour.

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

Giselle Spurgeon, Children Services Librarian, full-time, Grade 11, Wilmington-Stroop Branch Library, from Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective August 27, 2023 at the rate of \$25.46 per hour.

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

Ann Riegler Crichton, Community Development Manager, full-time, Grade S07, Community Development, from Workforce Development Manager, full-time, Grade S07, Public Services Administration, effective July 16, 2023 at the rate of \$28.9330 per hour.

It is recommended that the following **Declined Position** be accepted:

Baraa Ali, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective August 13, 2023.

Wendy Torrence, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective July 11, 2023.

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

David Hicks, Interim Deputy Executive Director, full-time, Grade S15, Executive Administration, from Public Services Director, full-time, Grade S11, Public Services Administration, effective August 27, 2023 at the rate of \$63.9673 per hour.

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

Jeremy Gonzaga, Interim Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, from Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective August 13, 2023 at the rate of \$20.63 per hour.

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

John Cotting, Safety and Protective Services Officer, full-time, Safety and Protective Services, effective July 10, 2023 for 204.5 hours for illness.

Westly Davis, Accountant, full-time, Finance, effective July 24, 2023 for 1.7 hours for personal reasons.

Makhailah Hill, Children Services Librarian, full-time, Northwest Branch Library, effective August 24, 2023 for 16 hours for personal reasons.

Joan Milligan, Cataloging Manager, full-time, Technical Services, effective September 1, 2023 for 40 hours for personal reasons.

Ryann Pope, Information Services Assistant, substitute, Main Youth Services, effective August 29, 2023 for 8 hours for vacation.

Jacqui Taylor, Children Services Librarian, full-time, Northwest Branch Library, effective August 24, 2023 for 24 hours for vacation.

Ada Wood, Information Services Assistant, full-time, Main Youth Services, effective July 26, 2023 for 24 hours for medical reasons.

Ada Wood, Information Services Assistant, full-time, Main Youth Services, effective July 31, 2023 for 40 hours for medical reasons.

Ada Wood, Information Services Assistant, full-time, Main Youth Services, effective September 18, 2023 for 40 hours for vacation.

Shawna Woodard, Information Services Librarian, full-time, Northwest Branch Library, effective August 31, 2023 for 12 hours for personal reasons.

Shawna Woodard, Information Services Librarian, full-time, Northwest Branch Library, effective September 11, 2023 for 32 hours for personal reasons.

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

Frances Crawford, Patron Services Assistant, full-time, Trotwood Branch Library, effective August 11, 2023 for 8 hours for personal reasons.

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

Westly Davis, Accountant, Finance, full-time, effective July 6, 2023 for 15.94 hours due to personal reasons.

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

Theresa Callen, Elementary Age Coordinator, full-time, Grade 12, Youth Services, from Children Services Librarian, full-time, Grade 11, Main Youth Services, effective August 27, 2023 at the rate of \$28.06 per hour.

Rae Elsen, Homework Help Assistant, full-time, Grade 09, Youth Services, from Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective August 27, 2023 at the rate of \$19.69 per hour.

Pamela Lipson, Children Services Librarian, substitute, Grade Sub11, Northmont Branch Library, from Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, effective July 30, 2023 at the rate of \$16.87 per hour.

Timothy Smith, Maintenance Manager, full-time, Grade S07, Facilities, from Facilities Technician, full-time, Grade 06, Facilities, effective July 30, 2023 at the rate of \$27.4038 per hour.

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

Siara Farrar, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective August 13, 2023 at the rate of \$18.61 per hour.

Camyl Young, Outreach Services Assistant Manager, full-time, Grade S07, Outreach Services, from Senior Acquisitions Clerk, full-time, Grade 07, Collection Development, effective September 24, 2023 at the rate of \$26.6591 per hour.

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

Jesse Lawhead, Information Services Librarian, substitute, Grade Sub11, Electra C. Doren Branch Library, effective August 13, 2023 at the rate of \$16.87 per hour.

Melinda Pigg, Patron Services Assistant, substitute, Grade Sub05, New Lebanon Branch Library, effective August 27, 2023 at the rate of \$12.99 per hour.

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

Kayanna Adams, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, effective August 11, 2023.

Corrine Carthell, Assistant Director of Equity, Diversity and Inclusion, full-time, Grade S08, Equity Diversity and Inclusion, effective August 25, 2023.

Maggie Gall-Maynard, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective August 21, 2023.

Danni Grottl, Information Services Assistant, substitute, Grade Sub08, Huber Heights Branch Library, effective March 2, 2023.

Mahalah Hines, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective April 11, 2023.

Heyam Jaber, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective August 12, 2023.

Jesse Lawhead, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective August 12, 2023.

Patrick Lemley, Patron Services Assistant, substitute. Grade Sub05, West Carrollton Branch Library, effective April 15, 2023.

Melinda Pigg, Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective August 26, 2023.

Alexis Russell, Supply Clerk, 3/5-time, Grade 04, Facilities, effective August 7, 2023.

Christina Sanders, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, effective October 6, 2023.

Wendy Torrence, Children Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, effective July 11, 2023.

Aubrey Weaver, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Information Services, effective August 19, 2023.

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

James Balsamo, Construction Owner's Rep, 2/5-time, Grade S07, Construction Management, effective August 31, 2023.

Paula Fickel, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective September 30, 2023 after more than 36 years of service

Teresa Scarpelli, Patron Services Assistant, 3/5-time, Grade 05, Miamisburg Branch Library, effective August 31, 2023 after more than 11 years of service.

D. GIFTS AND GRANTS

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

\$15.00 from Rob Hardy, on July 16, 2023.

\$10.00 from Anthony Chambers, on July 23, 2023.

\$100.00 from Ellen Bagley, on July 24, 2023.

\$500.00 from Pat and Dave Diven, on August 3, 2023.

\$280.00 from Jeffrey Trzeciak, on August 4, 2023.

\$10.00 from Anthony Chambers, on August 23, 2023.

\$50.00 from Elise Striebeck, on August 23, 2023.

\$25.00 from Teresa Adams, on August 29, 2023.

\$25.00 from Wayne Adamson, on August 30, 2023.

\$280.00 from Jeffrey Trzeciak, on September 4, 2023.

\$25.00 from Marie Cape, on September 14, 2023.

\$100.00 from James Patrick and Suzanne Crippen, on September 14, 2023.

\$500.00 from African American Fund, on September 11, 2023.

\$111,430.95 from Dayton Metro Library Foundation, committed in September 2023.

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

\$4,999.00 from IMLS LSTA Metadata, on September 5, 2023.

\$75,000.00 from The Dayton Foundation, awarded in September, 2023.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

September 20, 2023, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Shannon Isom (in at 4:24 p.m.)

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Christina Sanders

CALL TO ORDER

The President called the meeting to order at 4:15 p.m.

Prior to beginning the meeting, President Thomas apologized for the delayed start of the meeting, and thanked everyone for their patience. He explained that given the recent departures of Trustees from the Board, Dayton Metro Library has had greater difficulty ensuring quorum at Board of Trustees meetings. In the absence of a quorum, the Board is unable to take any action. Since the meeting began without a quorum, he decided to open with the Executive Director's Report, which is an informational rather than action item.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced Austin Railey III, the new Government Relations and Advocacy Director, Timothy Smith, the new Maintenance Manager, and Camyel Young, the new Outreach Services Assistant Branch Manager.

The Executive Director thanked and acknowledged the staff of the Southeast Branch Library, which hosted the meeting. The Southeast branch routinely welcomes hundreds of teenage patrons, and is consistently the busiest branch in the system on weekdays from 3-6 p.m. He commended the branch staff for their creativity, innovative programming, and unwavering service to their community, as well as their resilience and perseverance.

Mr. David Williamson thanked and recognized the Southeast staff on behalf of the Board.

-Cindy Heitman, the Peer Recovery Support Manager from Goodwill Easter Seals, provided the Board with an update regarding the Library's partnership with Goodwill Easter Seals, and reviewed the success of the Certified Peer Support Program in the libraries.

Ms. Isom joined the meeting at 4:24 p.m.

-Allison Knight, Youth Services Director, shared a report detailing the various literacy initiatives which are being conducted across a variety of fields throughout Dayton Metro Library.

The Executive Director concluded his report by introducing Major Jason Hall from the Dayton Police Department. The Executive Director thanked Major Hall and the Dayton Police for their continued support and partnership, and for their help in ensuring the safety of all Library patrons.

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. Isom, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Ms. Isom, the minutes of the July 19, 2023 meeting were approved by the Board.

Ayes: All
Nays: None

On a motion by Ms. Isom, seconded by Ms. Woodhull, the minutes of the August 12, 2023 special meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

Prior to the motion to approve the Consent Agenda, the Executive Director highlighted a few items for Board attention. He mentioned: the LSTA Grant, which was received for the digitization of the Taylor Collection by Special Collections, a \$75,000.00 Grant for the Bookmobile from the Dayton Foundation, and congratulated the Development team on their already having raised \$1.1 million dollars in donations for 2023.

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

WORKSHOP HOURS

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

Martha Ballinger, Information Services Librarian, Special Collections, Beverly Barnes, Information Services Librarian, West Carrollton Branch Library, Molly Benson, Acquisition Manager, Technical Services, Mariah Busher, Information Services Librarian, Trotwood Branch Library, Rebecca Calfe, Floater Manager, Public Services Administration, Katie Depew, Information Services Assistant, Miamisburg Branch Library, Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, Jacqueline Gazda, Information Services Librarian, Information Services, Brittany Graham, Information Services Librarian, Miamisburg Branch Library, Rachel Gut, Deputy Executive Director, Executive Administration, Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, Dave Hicks, Public Services Director, Public Service Administration, Carol MacMann, Branch Library Manager, New Lebanon Branch Library, Dr. Karlos L. Marshall, Director, Equity, Diversity, and Inclusion, Carol Mitchell, Branch Library Manager, Huber Heights Branch Library, Holly Richards, Technical Services Director, Technical Services, Kristina Richey, Information Services Librarian, Miami Township Branch Library, Amy Schutte, Information Services Assistant, Wilmington-Stroop Branch Library, Jeffrey Trzeciak, Executive Director, Executive Administration, and Shaun Wright, Information Services Manager, Information Services, to attend “OLC Annual 2023 Convention and Expo” sponsored by OLC and held in Cincinnati, OH, from September 27, 2023 through September 29, 2023. It is further recommended that registration in an amount not to exceed \$210.00 each, mileage in an amount not to exceed \$70.87 each, parking in an amount not to exceed \$66.00 each, lodging in an amount not to exceed \$460.00 each, and meals in an amount not to exceed \$180.00 each be reimbursed by the Board.

Karen D. Brame, Information Services Librarian, Special Collections, to participate in the “Graduate Certificate in Digital Storytelling” live attendance web conference sponsored by Harvard Extension School beginning September 5, 2023 through December 21, 2023. It is further recommended that registration in the amount of \$3,220.00 be reimbursed by the Board.

Jillian Brookshire, Human Resources Manager, Human Resources, to participate in the “ADA and Mental Health: The Hidden Disability” webinar sponsored by US EECO and held August 9, 2023. It is further recommended that registration in the amount of \$145.00 be reimbursed by the Board.

Theresa Callen, Children Services Librarian, Main Youth Services, to attend “Youth Adapted and Inclusive Programming” sponsored by Northeast Ohio Regional Library System and held in Westlake, OH from September 11, 2023 through September 12, 2023. It is further recommended that registration in the amount of \$180.00, mileage in the amount of \$272.48, and lodging in the amount of \$178.57 be reimbursed by the Board.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, and Katie Depew, Information Services Assistant, Miamisburg Branch Library, to participate in the “Sensory Storytime Webinar” sponsored by OLC and held October 17, 2023. It is further recommended that registration in the amount of \$35.00 each be reimbursed by the Board.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, to attend the “SWON Children’s Literacy Conference” being sponsored by SWON and held in Florence, KY, on September 16, 2023. It is further recommended that registration in the amount of \$84.23 be reimbursed by the Board.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, to participate in the “Colorado Libraries for Early Literacy Conference” webinar being sponsored by Colorado Library Consortium from September 21, 2023 through September 22, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Jacob Crosen, Information Services Assistant, Main Youth Services, to attend the “Early Childhood Workshop: Go Out and Play” workshop sponsored by SWON and held in Erlanger, KY, on August 25, 2023. It is further recommended that registration in the amount of \$55.00 and mileage in the amount of \$81.22 be reimbursed by the Board.

Westly Davis, Accountant, Finance, Jay Eckley, Accounting Manager, Finance, Tabitha Perry, Accounting Clerk, Finance, and Chrissy Sanders, Fiscal Officer/Finance Director, to attend “SSI Fall Conference” sponsored by Software Solutions and held in Westerville, OH, from October 25, 2023 through October 27, 2023. It is further recommended that registration in the amount of \$495.00 each, mileage in the amount of \$123.42 each, parking in the amount of \$30.00 each, lodging in the amount of \$822.04 each, and meals in the amount of \$120.00 each be reimbursed by the Board.

Rachel Gut, Deputy Executive Director, Executive Administration, to attend “OLC Outreach and Special Services Retreat” sponsored by OLC and held in Dublin, OH, on August 4, 2023. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Maria Hummel, Information Services Librarian, Southeast Branch Library, to participate in the “Safeserv Training” on-demand webinar sponsored by the Dayton Foodbank. It is further recommended that registration in the amount of \$22.00 be reimbursed by the Board.

Kraig Kirves, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/AED Blended Course” sponsored by Focus Health Corp. and held in the Main Library on August 2, 2023. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Heather McClure, Safety and Protective Services Manager, Safety and Protective Services, to attend “2023 Safety Breakfast with the Experts” sponsored by Dayton Safety Council on November 16, 2023. It is further recommended that registration in the amount of \$55.00 be reimbursed by the Board.

Steve Moser, Teen Services Librarian, Trotwood Branch Library, to attend “YALSA’s Young Adult Services Symposium,” sponsored by YALSA and held in St. Louis, MO, from November 10, 2023 through November 12, 2023. It is further recommended that registration in the amount of \$199.00, airfare in the amount of \$410.35, ground transportation in the amount of \$96.00, lodging in the amount of \$536.40, and meals in the amount of \$120.00 be reimbursed by the Board.

Chrissy Sanders, Fiscal Officer/Finance Director, Finance, to participate in the “Library Fiscal Officer 102” webinar sponsored by OLC and held on August 31, 2023. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Aaron Smith, Audio-Visual Systems Manager, IT Services, to attend “iVideo Expo” sponsored by iVideo and held in Columbus, OH on October 10, 2023. It is further recommended that mileage in the amount of \$88.50 and meals in the amount of \$60.00 be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Northmont Legislative Day 2023” sponsored by Northmont Chamber of Commerce and held in Northmont, OH, on August 17, 2023. It is further recommended that registration in the amount of \$10.00 be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to participate in “Urban Librarians Conference (Virtual) We Didn’t Start the Fire,” webinar sponsored by ULC and held September 22, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Ambrose Weidner, Information Services Assistant, Main Youth Services, to participate in the “Library De-Escalation Training” webinar sponsored by Library Journal on October 18, 2023. It is further recommended that registration in the amount of \$79.74 be reimbursed by the Board.

Caitlin Wissler, Public Services Director, Public Services Administration, to participate in the “Make the Most of Your Meetings: Facilitating 1:1’s and Staff Meetings” webinar sponsored by Sinclair Sparks on August 10, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

Caitlin Wissler, Public Services Director, Public Services Administration, to participate in the “Banish Burnout: Keeping Yourself and Others Engaged” webinar sponsored by Sinclair Sparks on October 12, 2023. It is further recommended that registration in the amount of \$15.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Kayannah Adams, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, effective July 30, 2023 at the rate of \$20.63 per hour.

Pamela Archer, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective September 24, 2023 at the rate of \$14.06 per hour.

Kimberly Croft, Information Services Assistant, Substitute, Grade Sub08, Burkhardt Branch Library, effective August 27, 2023 at the rate of \$14.06 per hour.

Hannah Baker, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective July 30, 2023 at the rate of \$14.06 per hour.

Natalie Gut, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective September 24, 2023 at the rate of \$14.06 per hour.

Sheri Heath, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective July 30, 2023 at the rate of \$14.06 per hour.

Kristina Hill, Community Wellness Specialist, full-time, Grade 12, Community Development, effective October 8, 2023 at the rate of \$26.90 per hour.

Makailah Hill, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective August 13, 2023 at the rate of \$22.36 per hour.

Garret Johnson, Information Services Assistant, substitute, Grade Sub08, Miamisburg Branch Library, effective August 27, 2023 at the rate of \$14.06 per hour.

Suzanne Kirchner, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective August 13, 2023 at the rate of \$17.76 per hour.

Kraig Kirves, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective July 30, 2023 at the rate of \$19.00 per hour.

Maylin Polo Marquez, Homework Help Assistant, Substitute, Grade Sub 08, Youth Services, effective September 10, 2023 at the rate of \$14.06 per hour.

Chigozie Odumodu, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective September 10, 2023 at the rate of \$14.06 per hour.

Jordan Ostrum, LGBTQIA+ Services Specialist, full-time, Grade 12, Equity Diversity and Inclusion, effective September 24, 2023 at the rate of \$28.08 per hour.

Austin Railey III, Government Relations and Advocacy Director, full-time, Grade S08, External Relations, effective August 27, 2023 at the rate of \$36.0577 per hour.

Aleda Smith, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective August 13, 2023 at the rate of \$14.06 per hour.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective August 13, 2023 at the rate of \$25.24 per hour.

Davneet Wadhwa, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 10, 2023 at the rate of \$14.06 per hour.

Barbara Ward, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective September 24, 2023 at the rate of \$14.06 per hour.

Forest Wortham, Information Services Assistant, substitute, Grade Sub08. Miamisburg Branch Library, effective August 27, 2023 at the rate of \$14.06 per hour.

CHANGE IN HOURS

Mark Puterbaugh, Patron Services Assistant, Grade 05, Northmont Branch Library, from Patron Services Assistant, 9/10-time, Grade 05, Northmont Branch Library, effective August 27, 2023 at the rate of \$23.55 per hour.

CHANGE IN LOCATION

Camille Hall, Business Services Specialist, full-time, Grade 12, Community Development, from Business Services Specialist, full-time, Grade 12, Public Services Administration, effective July 16, 2023 at the rate of \$23.55 per hour.

Jessica Hunter, Nonprofit Services Specialist, full-time, Grade 12, Community Development, from Nonprofit Services Specialist, full-time, Grade 12, Public Services Administration, effective July 16, 2023 at the rate of \$26.35 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Giselle Spurgeon, Children Services Librarian, full-time, Grade 11, Wilmington-Stroop Branch Library, from Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective August 27, 2023 at the rate of \$25.46 per hour.

CHANGE IN LOCATION, CHANGE IN TITLE

Ann Riegle Crichton, Community Development Manager, full-time, Grade S07, Community Development, from Workforce Development Manager, full-time, Grade S07, Public Services Administration, effective July 16, 2023 at the rate of \$28.9330 per hour.

DECLINED POSITION

Baraa Ali, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective August 13, 2023.

Wendy Torrence, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective July 11, 2023.

INTERIM CHANGE IN LOCATION AND POSITION

David Hicks, Interim Deputy Executive Director, full-time, Grade S15, Executive Administration, from Public Services Director, full-time, Grade

S11, Public Services Administration, effective August 27, 2023 at the rate of \$63.9673 per hour.

INTERIM CHANGE IN POSITION

Jeremy Gonzaga, Interim Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, from Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective August 13, 2023 at the rate of \$20.63 per hour.

LEAVE WITHOUT PAY- ACCEPTED

John Cotting, Safety and Protective Services Officer, full-time, Safety and Protective Services, effective July 10, 2023 for 204.5 hours for illness.

Westly Davis, Accountant, full-time, Finance, effective July 24, 2023 for 1.7 hours for personal reasons.

Makhailah Hill, Children Services Librarian, full-time, Northwest Branch Library, effective August 24, 2023 for 16 hours for personal reasons.

Joan Milligan, Cataloging Manager, full-time, Technical Services, effective September 1, 2023 for 40 hours for personal reasons.

Ryann Pope, Information Services Assistant, substitute, Main Youth Services, effective August 29, 2023 for 8 hours for vacation.

Jacqui Taylor, Children Services Librarian, full-time, Northwest Branch Library, effective August 24, 2023 for 24 hours for vacation.

Ada Wood, Information Services Assistant, full-time, Main Youth Services, effective July 26, 2023 for 24 hours for medical reasons.

Ada Wood, Information Services Assistant, full-time, Main Youth Services, effective July 31, 2023 for 40 hours for medical reasons.

Ada Wood, Information Services Assistant, full-time, Main Youth Services, effective September 18, 2023 for 40 hours for vacation.

Shawna Woodard, Information Services Librarian, full-time, Northwest Branch Library, effective August 31, 2023 for 12 hours for personal reasons.

Shawna Woodard, Information Services Librarian, full-time, Northwest Branch Library, effective September 11, 2023 for 32 hours for personal reasons.

LEAVE WITHOUT PAY- CANCELLED

Frances Crawford, Patron Services Assistant, full-time, Trotwood Branch Library, effective August 11, 2023 for 8 hours for personal reasons.

LEAVE WITHOUT PAY- UPDATED

Westly Davis, Accountant, Finance, full-time, effective July 6, 2023 for 15.94 hours due to personal reasons.

PROMOTION

Theresa Callen, Elementary Age Coordinator, full-time, Grade 12, Youth Services, from Children Services Librarian, full-time, Grade 11, Main Youth Services, effective August 27, 2023 at the rate of \$28.06 per hour.

Rae Elsen, Homework Help Assistant, full-time, Grade 09, Youth Services, from Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective August 27, 2023 at the rate of \$19.69 per hour.

Pamela Lipson, Children Services Librarian, substitute, Grade Sub11, Northmont Branch Library, from Information Services Assistant, substitute, Grade Sub08, Northmont Branch Library, effective July 30, 2023 at the rate of \$16.87 per hour.

Timothy Smith, Maintenance Manager, full-time, Grade S07, Facilities, from Facilities Technician, full-time, Grade 06, Facilities, effective July 30, 2023 at the rate of \$27.4038 per hour.

PROMOTION, CHANGE IN LOCATION

Siara Farrar, Information Services Assistant, full-time, Grade 08, Trotwood Branch Library, from Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective August 13, 2023 at the rate of \$18.61 per hour.

Camyel Young, Outreach Services Assistant Manager, full-time, Grade S07, Outreach Services, from Senior Acquisitions Clerk, full-time, Grade 07, Collection Development, effective September 24, 2023 at the rate of \$26.6591 per hour.

RESIGNATION

Kayanna Adams, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, effective August 11, 2023.

Corrine Carthell, Assistant Director of Equity, Diversity and Inclusion, full-time, Grade S08, Equity Diversity and Inclusion, effective August 25, 2023.

Maggie Gall-Maynard, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library, effective August 21, 2023.

Danni Grottl, Information Services Assistant, substitute, Grade Sub08, Huber Heights Branch Library, effective March 2, 2023.

Mahalal Hines, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective April 11, 2023.

Heyam Jaber, Patron Services Assistant, 4/5-time, Grade 05, Huber Heights Branch Library, effective August 12, 2023.

Jesse Lawhead, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective August 12, 2023.

Patrick Lemley, Patron Services Assistant, substitute. Grade Sub05, West Carrollton Branch Library, effective April 15, 2023.

Melinda Pigg, Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective August 26, 2023.

Alexis Russell, Supply Clerk, 3/5-time, Grade 04, Facilities, effective August 7, 2023.

Christina Sanders, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, effective October 6, 2023.

Wendy Torrence, Children Services Librarian, substitute, Grade Sub11, Vandalia Branch Library, effective July 11, 2023.

Aubrey Weaver, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Information Services, effective August 19, 2023.

REHIRE AS SUBSTITUTE

Jesse Lawhead, Information Services Librarian, substitute, Grade Sub11, Electra C. Doren Branch Library, effective August 13, 2023 at the rate of \$16.87 per hour.

Melinda Pigg, Patron Services Assistant, substitute, Grade Sub05, New Lebanon Branch Library, effective August 27, 2023 at the rate of \$12.99 per hour.

RETIREMENT

James Balsamo, Construction Owner's Rep, 2/5-time, Grade S07, Construction Management, effective August 31, 2023.

Paula Fickel, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, effective September 30, 2023 after more than 36 years of service

Teresa Scarpelli, Patron Services Assistant, 3/5-time, Grade 05, Miamisburg Branch Library, effective August 31, 2023 after more than 11 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 Program Guidelines:

Molly Benson, Acquisitions Manager, Technical Services, for the course “Master’s Portfolio in Library Information Sciences,” 1.0 credit hour, Kent State University, at a cost of \$740.00, and the course “Foundations of Record Keeping in Society,” Kent State University, 3.0 credit hours at a cost of \$2,220.00, for a total of \$2,960.00.

Margaret Castillo, Children Services Librarian, Southeast Branch Library, for the course “Acquisition: Management of Knowledge and Information,” Indiana University-Purdue University Indianapolis, 3.0 credit hours at a cost of \$1,658.64, and the course “Introduction to Research,” Indiana University-Purdue University Indianapolis, 3.0 credit hours at a cost of \$1,658.64, for a total of \$3,317.28.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, for the course “Engaging School-age Children,” Kent State University, 3.0 credit hours, at a cost of \$2,200.00, and the course “Master’s Portfolio in Library Information Sciences,” Kent State University, 1.0 credit hours at a cost of \$740.00, for a total of \$2,960.00.

Lauren Day, Information Services Assistant, Outreach Services, for the course “Engaging Young Children and Families,” Kent State University, 3.0 credit hours, at a cost of \$2,225.00 and the course “Engaging Teens,” Kent State University, 3.0 credit hours, at a cost of \$2,225.00 and the course “Engaging Children with Latine Literature,” Kent State University, 1.0 credit hour, at a cost of \$740.00, for a total of \$5,190.00.

Blanca Hannan, Information Services Assistant, West Branch Library, for the course “Information Services and Reference Services,” Kent State University, 3.0 credit hours at a cost of \$2,220.00, and the course “The Public Library,” Kent State University, 3.0 credit hours at a cost of \$2,220.00 and the course “Information Needs, Seeking and Use,” Kent State University, 3.0 credit hours at a cost of \$2,200.00, for a total of \$6,660.00.

Hannah Imes, Information Services Assistant (Technology Emphasis), Information Services, for the course “Master’s Portfolio in Library Information Sciences,” Kent State University, 1.0 credit hour, at a cost of \$740.00, and the course “The Academic Library,” Kent State University, 3.0 credit hours, at a cost of \$2,200.00, for a total of \$2,960.00.

Angela Keltner, Special Collections Clerk, Special Collections, for the course “Intro to Digital Preservation,” Kent State University, 3.0 credit hours at a cost of \$2,220.00 and the course “Foundations of Museum Studies,” Kent State University, 3.0 credit hours at a cost of \$2,220.00, for a total of \$4,440.00.

Matthew McKinley, Information Services Assistant (Technology Emphasis), Burkhardt Branch Library, for the course “Information Technology Tools and Applications- Advanced Topic: Big Data Analytics and Management,” San Jose

State University, 3.0 credit hours at a cost of \$1,575.00, and the course “Information Technology Tools and Applications- Advanced Topic: Introduction to Web, Text,” San Jose State University, 3.0 credit hours at a cost of \$1,575.00, for a total of \$3,150.00.

Molly Millsop, Information Services Librarian, Huber Heights Branch Library, for the course “Evaluation of Information and Services,” Indiana University, 3.0 credit hours at a cost of \$1,678.77, and the course “Public Library Services,” Indiana University, 3.0 credit hours at a cost of \$1,678.77 and the course “Information Architecture,” Indiana University, 3.0 credit hours at a cost of \$1,678.77, for a total of \$5,036.31.

Ambrose Weidner, Information Services Assistant, Youth Services, for the course “Research and Assessment in Library Information Science,” Kent State University, 3.0 credit hours at a cost of \$2,175.00, and the course “Engaging Teens,” Kent State University, 3.0 credit hours at a cost of \$2,175.00, for a total of \$4,350.00.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

\$15.00 from Rob Hardy, on July 16, 2023.
\$10.00 from Anthony Chambers, on July 23, 2023.
\$100.00 from Ellen Bagley, on July 24, 2023.
\$500.00 from Pat and Dave Diven, on August 3, 2023.
\$280.00 from Jeffrey Trzeciak, on August 4, 2023.
\$10.00 from Anthony Chambers, on August 23, 2023.
\$50.00 from Elise Striebeck, on August 23, 2023.
\$25.00 from Teresa Adams, on August 29, 2023.
\$25.00 from Wayne Adamson, on August 30, 2023.
\$280.00 from Jeffrey Trzeciak, on September 4, 2023.
\$25.00 from Marie Cape, on September 14, 2023.
\$100.00 from James Patrick and Suzanne Crippen, on September 14, 2023.
\$500.00 from African American Fund, on September 11, 2023.
\$111,430.95 from Dayton Metro Library Foundation, committed in September 2023.

GRANTS

The Board approved each of the following grants:

\$4,999.00 from IMLS LSTA Metadata, on September 5, 2023.

\$75,000.00 from The Dayton Foundation, awarded in September, 2023.

2023 OLC CONVENTION AND EXPO

The 2023 OLC Convention and Expo will be held at the Duke Energy Convention Center in downtown Cincinnati, Ohio from September 27 until September 29, 2023. It is recommended that the Board authorize payment of the registration fee of \$210.00, 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, \$2,960.61 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 \$2,960.61 will be divided amongst those managerial and confidential staff members attending the conference who do not have an elected, program and/or appointed responsibility.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for July and August 2023 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					
Date	Source	Amount	Use in Operations	Investment	Where
7/7/2023	RE Tax Advance	\$406,054.80	\$224,092.70	\$181,962.10	Debt Service
7/13/2022	PLF	\$1,539,923.39	\$1,200,000.00	\$339,923.39	Star Ohio
7/14/2023	RE Tax Advance	\$2,873,340.03	\$1,539,923.39	\$1,333,416.64	Debt Service
7/21/2023	RE Tax Advance	\$2,373,339.59	\$1,290,954.42	\$1,082,385.17	Debt Service
7/28/2023	RE Tax Advance	\$1,598,322.86	\$869,840.84	\$728,482.02	Debt Service
8/15/2023	PLF	\$1,474,972.67	\$1,474,972.67	-	
Total		\$10,265,953.34	\$6,599,784.02	\$3,666,169.32	

On a motion by Ms. Woodhull, seconded by Ms. Isom, the July and August 2023 Financial Report was approved by the Board.

Ayes: All
Nays: None

Following her report, President Thomas thanked Fiscal Officer/Finance Director Christina Sanders on behalf of the Board for her years of dedicated service to Dayton Metro Library.

The Executive Director shared that Christina has been very helpful in creating a succession plan, including the onboarding of Craig Cantrell, who will serve in her role in a temporary capacity until a full-time replacement is hired. To this end, the Executive Director announced that Organizational Architecture has been contracted to assist with hiring a new Fiscal Officer/Finance Director.

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, 2024; 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	\$11,840,967.00	1.75
Bond Fund	\$10,073,675.00	1.29

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. Williamson, seconded by Ms. Isom, the Board adopted the Resolution.

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

Ms. Isom: Aye
Mr. Williamson: Aye
Ms. Woodhull: Aye

Mr. Thomas: Aye

Ayes: All
Nays: None

CORRESPONDENCE

Included in the Board Packets were two items of correspondence delivered to the Board since the July 20, 2023 regular Board Meeting.

The first was a message dated August 6, 2023 indicating Jeanne Holihan's resignation from the Board of Trustees, with immediate effect.

The second was a message dated August 28, 2023 indicating Ronald Jackson's resignation from the Board of Trustees, with immediate effect.

RESOLUTION HONORING JEANNE HOLIHAN

In recognition of her years of service on the Board of Trustees, President Thomas introduced the following Resolution in honor of Jeanne Holihan:

WHEREAS, Jeanne Holihan has served with distinction on the Board of Library Trustees of the Dayton Metro Library from June 1, 2008, through August 6, 2023; and

WHEREAS, she demonstrated her leadership by serving as President of the Board from January 2014 through December 2016, as Vice President from January through December 2013 and again from January 2020 through August 2023, and on numerous committees to support special initiatives and execute necessary responsibilities of the Board throughout her tenure; and

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

WHEREAS, she advocated for the audacious *Libraries for a Smarter Future* bond issue campaign that was overwhelmingly passed by voters in November 2012; and

WHEREAS, she used her strategic planning expertise, administrative experience and financial nous to guide and inform the Library throughout her tenure; and

WHEREAS, she served as a thoughtful leader and community advocate as the Board considered downtown locations to best serve the people of Dayton, ultimately determining that the original Cooper Park location provided the best blend of history, accessibility, and green space to make it the ideal location for the Main Library; and

WHEREAS, her commitment to civic engagement and local improvements have led to numerous volunteer roles, including her active work with Goodwill Easter Seals Miami Valley and St. Vincent DePaul, as well as service on several nonprofit boards, including the Dayton Contemporary Dance Company, Dayton Urban League and St. Joseph's Treatment Center; and

WHEREAS, even as she sets a vision for the future, she celebrated Dayton Metro Library's rich history by recognizing Electra C. Doren as a pioneer in library science and supporter of women's suffrage; and

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

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

WHEREAS, her clear vision of quality library service helped guide the Dayton Metro Library Board of Trustees in accomplishing its many goals and outcomes; and

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

THEREFORE, BE IT RESOLVED, that on the TWENTIETH DAY OF SEPTEMBER, TWO THOUSAND TWENTY-THREE, the Members of the Board of Trustees of the Dayton Metro Library formally and gratefully recognize the significant civic and personal contributions that **JEANNE HOLIHAN** 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.

Attested to this date, September 20, 2023 by the Board of Library Trustees:

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board adopted the Resolution.

Ayes: All
Nays: None

ELECTION OF OFFICERS

Following the departures of Jeanne Holihan and Ronald Jackson, their positions of Vice President and Secretary needed to be filled through the end of 2023.

President Thomas nominated the following slate to fulfill these roles:

Vice President: Shannon Isom
Secretary: Sara Woodhull

On a motion by Mr. Williamson, seconded by Ms. Isom, the slate was approved and elected.

Ayes: All
Nays: None

NOMINATING COMMITTEE

Following the departures of Jeanne Holihan and Ronald Jackson, there are two vacancies on the Dayton Metro Library Board of Trustees, which need to be appointed by two separate appointing entities.

In order to facilitate their appointment of Ms. Holihan's replacement, the Court of Common Pleas have requested the Board nominate at least two candidates to serve on the Board.

President Thomas put forth two names for consideration:

- Pete Williams, Mayor of Riverside
- Mary McDonald, Mayor of Trotwood

Mr. Williamson raised a concern about nominating elected officials to serve on the Board.

Upon Mr. Williamson's recommendation, an amended motion to put forth the two candidates, conditional upon the County Prosecutor's favorable review of the ethics associated, was made by Mr. Williamson and seconded by Ms. Woodhull.

Ayes: All
Nays: None

NEW BUSINESS

President Thomas congratulated the Executive Director for being named as a 2023 Diversity Champion by the Dayton Business Journal.

Mr. Williamson expressed his delight at having had the opportunity to visit the Southeast Branch for the Board Meeting.

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 requirements 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 18, 2023 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 18, 2023 at 4:10 p.m. in the Community Room at the Main Library, or immediately following the conclusion of the records commission meeting.

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board adjourned at 5:29 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 18, 2023, 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 20, 2023 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:

Blanca Hannan, Information Services Assistant, West Branch Library, for the course "Engaging Children and Teens with Latine Literature," Kent State University, 1.0 credit hours at a cost of \$740.00, for a total of \$740.00.

Tiffany Shaw-Diaz, Patron Services Assistant, West Carrollton Branch Library, for the course "Information Instruction," 3.0 credit hours, Indiana University-Purdue

University Indianapolis, at a cost of \$1,658.64, and the course “Public Library Services, Indiana University-Purdue University Indianapolis, 3.0 credit hours at a cost of \$1,658.64, for a total of \$3,317.28.

D. GIFTS AND GRANTS

It is recommended that the Board approve the Gifts and Grants 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 2023 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
9/15/2023	PLF	1,857,302.55	1,857,302.55	-	
9/8/2023	RE Tax Settlement	1,119,332.57	610,109.51	509,223.06	Debt Service
9/29/2023	RE Tax Settlement	5,121.76	2,724.73	2,397.03	Debt Service
Total		2,981,756.88	2,470,136.79	511,620.09	

7. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

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

- Claudine Bennett- Marketing Campaign Update

8. PROPERTY LIABILITY, BLANKET LIABILITY INSURANCE AND CYBERSECURITY COVERAGE – ACTION

Marc Reynolds of Marsh & McLennan Agency will review with the Board the proposed 2023-2024 rates for Property, Liability and Blanket Insurance and Cybersecurity coverage.

PREMIUM BY COVERAGE

Line of Coverage	Expiring Premium	Renewal Premium
Westfield Package (1)	\$198,207	\$208,542
Property	\$128,008	\$138,924
General Liability	\$14,650	\$13,516
Employers Liability	\$5,755	\$5,755
Automobile	\$11,429	\$11,845
Inland Marine	\$21,748	\$21,494
Umbrella	\$12,478	\$12,777
Terrorism	\$4,139	\$4,231
Cincinnati Boiler (2) – 2023 to 2026	\$2,962	\$3,109
Cincinnati Executive Liability – 2023 to 2026 (3)	\$15,878	\$15,000
Travelers Cyber (4)	\$13,756	\$13,740
Total Estimated Premium (5)	\$230,803	\$240,391

The Executive Director recommends the Board approve the renewal of the Property, Liability, and Blanket Insurance coverage, including cyber insurance, with Marsh & McLennan Insurance Agency for an amount not to exceed \$240,391.00.

9. 2024 HEALTH DENTAL AND VISION INSURANCE – ACTION

The Executive Director recommends the following for group health, dental, and vision insurance, for plan year 2024:

Medical Insurance

- Change to Anthem for group medical insurance with a 15.9% increase in premium costs.
- Add two additional Anthem HSA plans with lower premium costs, and higher deductibles.
- The Library will 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.

<i>HSA</i>	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
United Health Care - Single	\$800.28	\$680.24	\$120.04	\$60.02
Anthem - Single	\$794.14	\$675.02	\$119.12	\$59.56
Anthem AETR - Single	\$662.77	\$563.35	\$99.42	\$49.71
Anthem AEU3 - Single	\$718.22	\$610.49	\$107.73	\$53.87
United Health Care – Family	\$1,768.62	\$1,503.33	\$265.29	\$132.65
Anthem - Family	\$1,755.05	\$1,491.79	\$263.26	\$131.63
Anthem AETR - Family	\$1,464.72	\$1,245.01	\$219.71	\$109.86
Anthem AEU3 - Family	\$1,587.27	\$1,349.18	\$238.09	\$119.05

<i>HRA</i>	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
United Health Care - Single	\$843.46	\$674.77	\$168.69	\$84.35
Anthem - Single	\$810.14	\$648.11	\$162.03	\$81.02
United Health Care – Family	\$1,864.07	\$1,491.26	\$372.81	\$186.41
Anthem - Family	\$1,790.41	\$1,432.33	\$358.08	\$179.04

Dental Insurance

- Change to Superior Dental for group dental insurance for a 0% increase in premiums, with a 2-year rate guarantee.

	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
United Health Care - Single	\$21.61	\$17.29	\$4.32	\$2.16
Superior Dental - Single	\$21.61	\$17.29	\$4.32	\$2.16
United Health	\$90.51	\$72.41	\$18.10	\$9.05

Care – Family				
Superior Dental - Family	\$90.51	\$72.41	\$18.10	\$9.05

Vision Insurance

- Switch to Anthem Vision for group vision insurance for a 0% increase, with a 3-year rate guarantee.

	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
United Health Care - Single	\$4.98	\$3.98	\$1.00	\$0.50
Anthem – Single	\$4.98	\$3.98	\$1.00	\$0.50
United Health Care – Family	\$12.69	\$10.15	\$2.54	\$1.27
Anthem – Family	\$12.69	\$10.15	\$2.54	\$1.27

Other Recommendations

- DML will receive a 1% credit off of annual premiums on Antheims medical plan designs for being a member of the Dayton Chamber of Commerce, and a .50% bundling discount for selecting Anthem’s vision coverage.
- DML will receive a \$10,000 wellness credit, and a \$14,000 implementation credit.
- Library contributions will continue to be pro-rated for designated part-time staff.

10. DAYTON METRO LIBRARY BOARD OF TRUSTEES 2024 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 24, 2024	July 17, 2024
February 21, 2024- Huber Heights	August – no meeting
March 20, 2024	September 18, 2024- Northwest
April 17, 2024	October 16, 2024
May 15, 2024-West Carrollton	November 20, 2024- Miami Township
June 19, 2024	December 18, 2024

Unless otherwise noted, Board Meetings will be held in the Community Room of the Main Library. On a quarterly basis, meetings will be held in the Community Rooms of branch locations, as indicated above.

11. NEW BUSINESS

12. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 15, 2023 at 4:00 p.m. in the Community Room of the Wilmington-Stroop Branch Library.

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:

Josh Ashworth, Information Technology Services Director, Information Technology Services, to attend “SSI Fall Conference” sponsored by My Software Solutions and held in Westerville, OH on October 25, 2023. It is further recommended that registration in the amount of \$110.70 be reimbursed by the Board.

Claudine Bennett, External Relations Manager, External Relations, and Debi Chess, External Relations and Development Director, External Relations, to attend “Library Marketing and Communications Conference” sponsored by Amigos Library Services and held in Indianapolis, IN from November 6, 2023 through November 8, 2023. It is further recommended that registration in the amount of \$475.00 each, mileage in the amount of \$153.27 each, parking in the amount of \$40.00 each, lodging in the amount of \$531.27 each, and meals in the amount of \$120.00 each be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Kelley Gorniak, Catalog Librarian, Cataloging, and Samuel Robinson, Catalog Librarian, Cataloging, to participate in the “Teen-Centered Cataloging Strategies for YA Library Staff” webinar sponsored by ALA on October 18, 2023. It is further recommended that registration in the amount of \$79.00 each be reimbursed by the Board.

Laura Chamberlain, Teen Services Coordinator, Youth Services, to attend “YALSA Symposium” sponsored by YALSA and held in St. Louis, MO from November 10, 2023 through November 12, 2023. It is further recommended that registration in the amount of \$199.00, airfare in the amount of \$410.35, ground transport in the amount of \$96.00, lodging in the amount of \$536.40, and meals in the amount of \$120.00 be reimbursed by the Board.

Desiree Davey, Technology Development Manager, Information Technology Services, and Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, to attend “Ohio Innovative Users Group” sponsored by Ohio Innovative Users Group and held in Columbus, OH, on October 27, 2023. It is further recommended that registration in the amount of \$15.00 each, and mileage in the amount of \$92.23 each be reimbursed by the Board.

Sarah Ewry, Senior Copy Cataloger, Cataloging, and Janelle Oren, Senior Copy Cataloger, Cataloging, to attend “OH-IUG 2023 Regional Innovative Users Group Conference” sponsored by Central Library Consortium and held in Columbus, OH on October 27, 2023. It is further recommended that registration in the amount of \$30.00 each, and mileage in the amount of \$92.23 each be reimbursed by the Board.

Deansai Myers, Human Resources and Organizational Development Director, Human Resources, to participate in the “We Didn’t Start the Fire” webinar sponsored by Urban Librarians Conference on September 22, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Deansai Myers, Human Resources and Organizational Development Director, Human Resources, to attend “2023 OHPELRA Fall Workshop” sponsored by Ohio Public

Employee Labor Relations Association and held in Dublin, OH on October 27, 2023. It is further recommended that registration in the amount of \$175.00 and mileage in the amount of \$96.29 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Haley Cole, Patron Services Assistant, 3/5-time, Grade 05, Miamisburg Branch Library, effective October 8, 2023 at the rate of \$16.11 per hour.

Amanda Colvell, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Information Services, effective October 8, 2023 at the rate of \$19.18 per hour.

Grant Crawford, Information Services Librarian, Substitute, Grade Sub11, Main Youth Services, effective September 24, 2023 at the rate of \$18.84 per hour.

Teresa Curtis-Morrow, Information Services Assistant, full-time, Brookville Branch Library, effective October 22, 2023 at the rate of \$22.46 per hour.

Ashley Jackson, Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective October 8, 2023 at the rate of \$16.11 per hour.

Justin Janetzko, Information Services Assistant (Technology Emphasis), Substitute, Grade Sub08, West Branch Library, effective October 8, 2023 at the rate of \$14.06 per hour.

Cedric Kirksey, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 24, 2023 at the rate of \$14.06 per hour.

Seth Patrick, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective September 24, 2023 at the rate of \$18.61 per hour.

Celestine Scott-Matthews, Homework Help Assistant, Substitute, Grade Sub 08, Youth Services, effective September 24, 2023 at the rate of \$14.06 per hour.

Lakitta Stewart-Campbell, Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective October 8, 2023 at the rate of \$25.24 per hour.

Steafano Tozzi, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective October 22, 2023 at the rate of \$25.24 per hour.

Charlton Woodruff, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective October 8, 2023 at the rate of \$14.06 per hour.

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

Suzanne Kirchner, Information Services Librarian, substitute, Grade Sub11, Outreach Services, from Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective October 8, 2023 at the rate of \$20.28 per hour.

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

Reuben Clements, Facilities Technician, full-time, Grade 09, Facilities, from Facilities Technician, Grade 06, Facilities, effective September 24, 2023 at the rate of \$19.69 per hour.

Sarah Ewry, Senior Copy Cataloger, full-time, Grade 09, Cataloging, from Senior Copy Cataloger, full-time, Grade 08, Cataloging, effective September 24, 2023 at the rate of \$22.40 per hour.

Max Harshman, Facilities Technician, full-time, Grade 09, Facilities, from Facilities Technician, Grade 06, Facilities, effective September 24, 2023 at the rate of \$19.69 per hour.

Janelle Oren, Senior Copy Cataloger, full-time, Grade 09, Cataloging, from Senior Copy Cataloger, full-time, Grade 08, Cataloging, effective September 24, 2023 at the rate of \$28.62 per hour.

Carissa Smith, Technical Services Clerk, full-time, Grade 05, Cataloging, from Technical Services Clerk, full-time, Grade 04, Cataloging, effective September 24, 2023 at the rate of \$16.91 per hour.

Steve Watts, Facilities Technician, full-time, Grade 09, Facilities, from Facilities Technician, Grade 06, Facilities, effective September 24, 2023 at the rate of \$21.60 per hour.

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

Jacob Crosen, Children Services Librarian, full-time, Grade 11, Main Youth Services, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective October 8, 2023 at the rate of \$22.36 per hour.

Jeremy Gonzaga, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, from Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective September 24, 2023 at the rate of \$20.63 per hour.

Ambrose Weidner, Teen Services Librarian, full-time, Grade 11, Main Youth Services, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective October 8, 2023 at the rate of \$22.36 per hour.

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

Jaclyn Fulwood, Youth Experiences Manager, full-time, Grade S08, Youth Services, effective October 27, 2023.

Max Harshman, Facilities Technician, full-time, Grade 09, Facilities, effective October 6, 2023.

Maylin Polo Marquez, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 10, 2023.

Serenity West, Homework Help Assistant, Substitute, Grade Sub 08, Youth Services, effective April 27, 2023.

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

David Hicks, Public Services Director, full-time, Grade S11, Public Services Administration, from Interim Deputy Executive Director, full-time, Grade S15, Executive Administration, effective October 8, 2023 at the rate of \$43.4065 per hour.

D. GIFTS AND GRANTS

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

- \$20.00 from Rob Hardy on September 19, 2023.
- \$10.00 from Anthony Chambers on September 23, 2023.
- \$2,000.00 from Heren Foundation U.S.A., Inc. on September 29, 2023.
- \$20.00 from Rob Hardy on September 30, 2023.
- \$10.00 from Rob Hardy on September 30, 2023.
- \$280.00 from Jeffrey Trzeciak on October 4, 2023.
- \$2,000.00 from Williams-Pledge Fulfillment on October 4, 2023.
- \$100.00 from Beth Abraham Synagogue on October 5, 2023.
- \$100.00 from American Legion Post 73 on October 12, 2023.

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

- \$72,000.00 from PNC Charitable Trusts on October 6, 2023.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

October 18, 2023, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Shannon Isom

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

DEPUTY FISCAL OFFICER: Jeffrey Trzeciak

CALL TO ORDER

The President called the meeting to order at 4:33 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. Woodhull, seconded by Mr. Williamson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Isom, seconded by Ms. Woodhull, the minutes of the September 20, 2023 meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Josh Ashworth, Information Technology Services Director, Information Technology Services, to attend “SSI Fall Conference” sponsored by My Software Solutions and held in Westerville, OH on October 25, 2023. It is further recommended that registration in the amount of \$110.70 be reimbursed by the Board.

Claudine Bennett, External Relations Manager, External Relations, and Debi Chess, External Relations and Development Director, External Relations, to attend “Library Marketing and Communications Conference” sponsored by Amigos Library Services and held in Indianapolis, IN from November 6, 2023 through November 8, 2023. It is further recommended that registration in the amount of \$475.00 each, mileage in the amount of \$153.27 each, parking in the amount of \$40.00 each, lodging in the amount of \$531.27 each, and meals in the amount of \$120.00 each be reimbursed by the Board.

Sara Carpenter, Catalog Librarian, Cataloging, Kelley Gorniak, Catalog Librarian, Cataloging, and Samuel Robinson, Catalog Librarian, Cataloging, to participate in the “Teen-Centered Cataloging Strategies for YA Library Staff” webinar sponsored by ALA on October 18, 2023. It is further recommended that registration in the amount of \$79.00 each be reimbursed by the Board.

Laura Chamberlain, Teen Services Coordinator, Youth Services, to attend “YALSA Symposium” sponsored by YALSA and held in St. Louis, MO from November 10, 2023 through November 12, 2023. It is further recommended that registration in the amount of \$199.00, airfare in the amount of \$410.35, ground transport in the amount of \$96.00, lodging in the amount of \$536.40, and meals in the amount of \$120.00 be reimbursed by the Board.

Desiree Davey, Technology Development Manager, Information Technology Services, and Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, to attend “Ohio Innovative Users Group” sponsored by Ohio Innovative Users Group and held in Columbus, OH, on October 27, 2023. It is further recommended that registration in the amount of \$15.00 each, and mileage in the amount of \$92.23 each be reimbursed by the Board.

Sarah Ewry, Senior Copy Cataloger, Cataloging, and Janelle Oren, Senior Copy Cataloger, Cataloging, to attend “OH-IUG 2023 Regional Innovative Users Group Conference” sponsored by Central Library Consortium and held in Columbus, OH on October 27, 2023. It is further recommended that registration in the amount of \$30.00 each, and mileage in the amount of \$92.23 each be reimbursed by the Board.

Deansai Myers, Human Resources and Organizational Development Director, Human Resources, to participate in the “We Didn’t Start the Fire” webinar sponsored by Urban Librarians Conference on September 22, 2023. It is further recommended that registration in the amount of \$35.00 be reimbursed by the Board.

Deansai Myers, Human Resources and Organizational Development Director, Human Resources, to attend “2023 OHPELRA Fall Workshop” sponsored by Ohio Public Employee Labor Relations Association and held in Dublin, OH on October 27, 2023. It is further recommended that registration in the amount of \$175.00 and mileage in the amount of \$96.29 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Haley Cole, Patron Services Assistant, 3/5-time, Grade 05, Miamisburg Branch Library, effective October 8, 2023 at the rate of \$16.11 per hour.

Amanda Colvell, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Information Services, effective October 8, 2023 at the rate of \$19.18 per hour.

Grant Crawford, Information Services Librarian, Substitute, Grade Sub11, Main Youth Services, effective September 24, 2023 at the rate of \$18.84 per hour.

Teresa Curtis-Morrow, Information Services Assistant, full-time, Brookville Branch Library, effective October 22, 2023 at the rate of \$22.46 per hour.

Ashley Jackson, Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective October 8, 2023 at the rate of \$16.11 per hour.

Justin Janetzko, Information Services Assistant (Technology Emphasis), Substitute, Grade Sub08, West Branch Library, effective October 8, 2023 at the rate of \$14.06 per hour.

Cedric Kirksey, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 24, 2023 at the rate of \$14.06 per hour.

Seth Patrick, Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective September 24, 2023 at the rate of \$18.61 per hour.

Celestine Scott-Matthews, Homework Help Assistant, Substitute, Grade Sub 08, Youth Services, effective September 24, 2023 at the rate of \$14.06 per hour.

Lakitta Stewart-Campbell, Children Services Librarian, full-time, Grade 11, Trotwood Branch Library, effective October 8, 2023 at the rate of \$25.24 per hour.

Stefano Tozzi, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective October 22, 2023 at the rate of \$25.24 per hour.

Charlton Woodruff, Information Services Assistant, substitute, Grade Sub08, Miami Township Branch Library, effective October 8, 2023 at the rate of \$14.06 per hour.

CHANGE IN HOURS, CHANGE IN POSITION

Suzanne Kirchner, Information Services Librarian, substitute, Grade Sub11, Outreach Services, from Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, effective October 8, 2023 at the rate of \$20.28 per hour.

HAY RECLASSIFICATION

Reuben Clements, Facilities Technician, full-time, Grade 09, Facilities, from Facilities Technician, Grade 06, Facilities, effective September 24, 2023 at the rate of \$19.69 per hour.

Sarah Ewry, Senior Copy Cataloger, full-time, Grade 09, Cataloging, from Senior Copy Cataloger, full-time, Grade 08, Cataloging, effective September 24, 2023 at the rate of \$22.40 per hour.

Max Harshman, Facilities Technician, full-time, Grade 09, Facilities, from Facilities Technician, Grade 06, Facilities, effective September 24, 2023 at the rate of \$19.69 per hour.

Janelle Oren, Senior Copy Cataloger, full-time, Grade 09, Cataloging, from Senior Copy Cataloger, full-time, Grade 08, Cataloging, effective September 24, 2023 at the rate of \$28.62 per hour.

Carissa Smith, Technical Services Clerk, full-time, Grade 05, Cataloging, from Technical Services Clerk, full-time, Grade 04, Cataloging, effective September 24, 2023 at the rate of \$16.91 per hour.

Steve Watts, Facilities Technician, full-time, Grade 09, Facilities, from Facilities Technician, Grade 06, Facilities, effective September 24, 2023 at the rate of \$21.60 per hour.

PROMOTION

Jacob Crosen, Children Services Librarian, full-time, Grade 11, Main Youth Services, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective October 8, 2023 at the rate of \$22.36 per hour.

Jeremy Gonzaga, Safety and Protective Services Assistant, full-time, Grade CE4, Safety and Protective Services, from Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective September 24, 2023 at the rate of \$20.63 per hour.

Ambrose Weidner, Teen Services Librarian, full-time, Grade 11, Main Youth Services, from Information Services Assistant, full-time, Grade 08,

Main Youth Services, effective October 8, 2023 at the rate of \$22.36 per hour.

RESIGNATION

Jaelyn Fulwood, Youth Experiences Manager, full-time, Grade S08, Youth Services, effective October 27, 2023.

Max Harshman, Facilities Technician, full-time, Grade 09, Facilities, effective October 6, 2023.

Maylin Polo Marquez, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 10, 2023.

Serenity West, Homework Help Assistant, Substitute, Grade Sub 08, Youth Services, effective April 27, 2023.

RETURN TO APPOINTED POSITION

David Hicks, Public Services Director, full-time, Grade S11, Public Services Administration, from Interim Deputy Executive Director, full-time, Grade S15, Executive Administration, effective October 8, 2023 at the rate of \$43.4065 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:

Blanca Hannan, Information Services Assistant, West Branch Library, for the course “Engaging Children and Teens with Latine Literature,” Kent State University, 1.0 credit hours at a cost of \$740.00, for a total of \$740.00.

Tiffany Shaw-Diaz, Patron Services Assistant, West Carrollton Branch Library, for the course “Information Instruction,” 3.0 credit hours, Indiana University-Purdue University Indianapolis, at a cost of \$1,658.64, and the course “Public Library Services, Indiana University-Purdue University Indianapolis, 3.0 credit hours at a cost of \$1,658.64, for a total of \$3,317.28.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

\$20.00 from Rob Hardy on September 19, 2023.

\$10.00 from Anthony Chambers on September 23, 2023.

\$2,000.00 from Heren Foundation U.S.A., Inc. on September 29, 2023.
 \$20.00 from Rob Hardy on September 30, 2023.
 \$10.00 from Rob Hardy on September 30, 2023.
 \$280.00 from Jeffrey Trzeciak on October 4, 2023.
 \$2,000.00 from Williams-Pledge Fulfillment on October 4, 2023.
 \$100.00 from Beth Abraham Synagogue on October 5, 2023.
 \$100.00 from American Legion Post 73 on October 12, 2023.

GRANTS

The Board approved each of the following grants:

\$72,000.00 from PNC Charitable Trusts on October 6, 2023.

Ayes: All
 Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for September 2023 were included in the Board folder. Jeffrey Trzeciak, Deputy Fiscal Officer, gave a review of the Financials. He explained that the Financials put forth for approval had been revised, to correct an error on the Huntington Bank Financial statement. He thanked Jay Eckley, Craig Cantrell and the Finance department for their work to resolve the issue.

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>
9/15/2023	PLF	1,857,302.55	1,857,302.55	-	
9/8/2023	RE Tax Settlement	1,119,332.57	610,109.51	509,223.06	Debt Service
9/29/2023	RE Tax Settlement	5,121.76	2,724.73	2,397.03	Debt Service
Total		2,981,756.88	2,470,136.79	511,620.09	

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the September 2023 Financial Report was approved by the Board.

Ayes: All
 Nays: None

EXECUTIVE DIRECTOR’S REPORT

Claudine Bennett, External Relations Manager, provided the Board with a follow-up presentation regarding the Library’s “Free to Belong” marketing initiative, and debuted a few of the billboard designs and commercials which will soon be featured across the county.

PROPERTY LIABILITY, BLANKET LIABILITY INSURANCE AND CYBERSECURITY COVERAGE

Marc Reynolds and Scott Egbers of Marsh & McLennan Agency reviewed with the Board the proposed 2023-2024 rates for Property, Liability and Blanket insurance and cybersecurity coverage.

PREMIUM BY COVERAGE

<u>Line of Coverage</u>	<u>Expiring Premium</u>	<u>Renewal Premium</u>
Westfield Package (1)	\$198,207	\$208,542
Property	\$128,008	\$138,924
General Liability	\$14,650	\$13,516
Employers Liability	\$5,755	\$5,755
Automobile	\$11,429	\$11,845
Inland Marine	\$21,748	\$21,494
Umbrella	\$12,478	\$12,777
Terrorism	\$4,139	\$4,231
Cincinnati Boiler (2) – 2023 to 2026	\$2,962	\$3,109
Cincinnati Executive Liability – 2023 to 2026 (3)	\$15,878	\$15,000
Travelers Cyber (4)	\$13,756	\$13,740
Total Estimated Premium (5)	\$230,803	\$240,391

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board approved the renewal of the Property, Liability and Blanket Insurance coverage, including cybersecurity insurance, with Marsh & McLennan Insurance Agency for an amount not to exceed \$240,391.00

Ayes: All
Nays: None

2024 HEALTH, DENTAL AND VISION INSURANCE

Deansai Myers, Director of Human Resources and Organizational Development, and Teri Meyer of Assured Partners, provided a review of the proposed 2024 health, vision and dental rates.

Medical Insurance

- Change to Anthem for group medical insurance with a 15.9% increase in premium costs.
- Add two additional Anthem HSA plans with lower premium costs, and higher deductibles.

- The Library will 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.

<i>HSA</i>	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
United Health Care - Single	\$800.28	\$680.24	\$120.04	\$60.02
Anthem - Single	\$794.14	\$675.02	\$119.12	\$59.56
Anthem AETR - Single	\$662.77	\$563.35	\$99.42	\$49.71
Anthem AEU3 - Single	\$718.22	\$610.49	\$107.73	\$53.87
United Health Care – Family	\$1,768.62	\$1,503.33	\$265.29	\$132.65
Anthem - Family	\$1,755.05	\$1,491.79	\$263.26	\$131.63
Anthem AETR - Family	\$1,464.72	\$1,245.01	\$219.71	\$109.86
Anthem AEU3 - Family	\$1,587.27	\$1,349.18	\$238.09	\$119.05

<i>HRA</i>	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
United Health Care - Single	\$843.46	\$674.77	\$168.69	\$84.35
Anthem - Single	\$810.14	\$648.11	\$162.03	\$81.02
United Health Care – Family	\$1,864.07	\$1,491.26	\$372.81	\$186.41
Anthem - Family	\$1,790.41	\$1,432.33	\$358.08	\$179.04

Dental Insurance

- Change to Superior Dental for group dental insurance for a 0% increase in premiums, with a 2-year rate guarantee.

	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
United Health Care - Single	\$21.61	\$17.29	\$4.32	\$2.16
Superior Dental - Single	\$21.61	\$17.29	\$4.32	\$2.16
United Health Care – Family	\$90.51	\$72.41	\$18.10	\$9.05
Superior Dental - Family	\$90.51	\$72.41	\$18.10	\$9.05

Vision Insurance

- Switch to Anthem Vision for group vision insurance for a 0% increase, with a 3-year rate guarantee.

	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
United Health Care - Single	\$4.98	\$3.98	\$1.00	\$0.50
Anthem – Single	\$4.98	\$3.98	\$1.00	\$0.50
United Health Care – Family	\$12.69	\$10.15	\$2.54	\$1.27
Anthem – Family	\$12.69	\$10.15	\$2.54	\$1.27

Other Recommendations

- DML will receive a 1% credit off of annual premiums on Antheims medical plan designs for being a member of the Dayton Chamber of Commerce, and a .50% bundling discount for selecting Anthem’s vision coverage.
- DML will receive a \$10,000 wellness credit, and a \$14,000 implementation credit.
- Library contributions will continue to be pro-rated for designated part-time staff.

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board approved the proposed 2024 health, vision and dental rates.

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES 2024 MEETINGS

The President reported that the Trustees will need to establish a calendar of meetings for 2024. The President noted that there is a possibility that the Board may hold a special meeting in August 2024. Unless otherwise noted, Board Meetings will be held in the Community Room of the Main Library. The approved meeting dates for 2024 are as follows:

January 24, 2024	July 17, 2024
February 21, 2024- Huber Heights	August – no meeting
March 20, 2024	September 18, 2024- Northwest
April 17, 2024	October 16, 2024
May 15, 2024-West Carrollton	November 20, 2024- Miami Township
June 19, 2024	December 18, 2024

On a motion by President Thomas, seconded by Ms. Isom, the Board approved the above meeting schedule for 2024.

Ayes: All
Nays: None

NEW BUSINESS

President Thomas congratulated Jayne Klose for her being awarded the Erin Ritchey Community Award, presented by the Montgomery County Board of Developmental Disabilities Services.

President Thomas also congratulated Dr. Karlos L. Marshall for being named to the Forbes 30 Under 30, and being featured in the UD Alumni Spotlight.

President Thomas congratulated Jeffrey Trzeciak for being named as one of Ohio's Most Influential Executives by Ohio Business Magazine.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, November 15, 2023 at 4:00 p.m. in the Community Room of the Wilmington-Stroop Branch Library.

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board adjourned at 5:14 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Monday, November 20, 2023, 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 18, 2023 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. 2024 ALA LIBLEARNX

The 2024 ALA LibLearnX Conference will be held at the Baltimore Convention Center in Baltimore, Maryland, on January 19-22, 2024. There will be an in-person (LLX Full Access) option and an online-only LLX Studio+ option. It is recommended that the Board authorize reimbursement in an amount up to \$395.00 for registration, \$415.00 for airfare, \$115.00 for ground transportation, \$870.00 for lodging, and \$180.00 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, \$6,015.00 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 \$415.00 for airfare, \$115.00 for ground transportation, \$870.00 for lodging costs, and \$180.00 for meals; and a maximum per person reimbursement of \$395.00 for registration costs. It is further recommended that \$6,015.00 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

D. GIFTS AND GRANTS

It is recommended that the Board approve the gifts and grants 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 2023 was 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>
10/15/2023	PLF	1,630,582.86	1,630,582.86	-	
Total		1,630,582.86	1,630,582.86	-	

7. ADVANCE ON TAX DOLLARS COLLECTED IN 2024 - ACTION

It is recommended that the Board adopt the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2024,
and

WHEREAS, these funds will be used for current operating expenses throughout
2024, 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. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

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

-Ann Riegle Crichton, Community Development Manager- Career Adventures
Day Update

The Executive Director will introduce the following new specialists:

-Jordan Ostrum, LGBTQIA+ Services Specialist, EDI Department

9. ART AND TANGIBLE ASSET DONATIONS POLICY REVISION – ACTION

The Executive Director recommends the approval of the revised Art and Tangible Asset
Donations Policy, as distributed in the Board Packets.

10. NOMINATING COMMITTEE - INFORMATION

The Board President will need to appoint a nominating committee in order to present a 2024 Slate of Officers for election at the annual meeting in December 2023. The offices of President, Vice President, and Secretary will need to be filled.

Additionally, the nominating committee will need to make a recommendation to appoint a Trustee to serve as liaison to the Foundation Board of Directors in 2024.

The Board President will solicit recommendations from the Board of Trustees to the Court of Common Pleas for candidates to fill the vacancy created by Jeanne Holihan's resignation.

11. CORRESPONDENCE

Since the October meeting, the Board of Trustees received two correspondence items of note. Both letters are included in the Board packets.

The first was a letter from Perry and Associates CPAs regarding their 2022 audit of the Library's Finances. They reported a clean audit and stated that "DML's financial statements present fairly the library's financial position."

The Executive Director received a letter from Commissioner Judy Dodge, congratulating him for being named as one of Dayton Business Journal's *2023 Leaders in Diversity* award winners.

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, December 20, 2023 at 4:00 p.m. in the Community Room at the Main Library.

14. 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:

Kristen Allen-Vogel, Information Services Librarian, Information Services, Maria Ruiz-Olvide, Children Services Librarian, Southeast Branch Library, and Caitlin Wissler, Public Services Director, Public Services Administration, to attend the “PLA 2024 Conference” sponsored by PLA and held in Columbus, OH from April 3, 2024 through April 5, 2024. It is further recommended that registration in the amount of \$347.00 each, mileage in the amount of \$93.01 each, parking in the amount of \$40.00 each, lodging in the amount of \$395.66 each, and meals in the amount of \$120.00 each be reimbursed by the Board.

Karen Findlay, Branch Library Manager, West Carrollton Branch Library, Caitlin Jones, Information Services Assistant, Kettering-Moraine Branch Library, and Jeffrey Trzeciak, Executive Director, Executive Administration, to participate in the “Transgender People in Libraries” two-part webinar sponsored by ALA on November 7, 2023 and November 15, 2023. It is further recommended that registration in the amount of \$129.00 each be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to participate in the “How to Build and Defend Inclusive Collections” webinar sponsored by Library Journal on October 25, November 1, and November 8, 2023. It is further recommended that registration in the amount of \$307.59 be reimbursed by the Board.

Dr. Karlos L. Marshall, Director of Diversity, Equity and Inclusion, to attend the “Annual DEI Symposium” sponsored by Columbus Chamber of Commerce and held in Columbus OH on November 1, 2023. It is further recommended that registration in the amount of \$100.00 and mileage in the amount of \$96.68 be reimbursed by the Board.

Austin Railey III, Government Relations and Advocacy Director, External Relations, to participate in the “OLC Ballot Workshop” webinar sponsored by OLC on November 14, 2023. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Jeff Reid, Collection Development Librarian, Technical Services, and Holly Richards, Technical Services Director, Technical Services, to attend “LibLearnX” sponsored by ALA and held in Baltimore, MD on January 19, 2024 through January 22, 2024. It is further recommended that registration in the amount of \$395.00 each, airfare in the amount of \$415.00 each, ground transportation in the amount of \$115.00 each, parking in the amount of \$30.00 each, lodging in the amount of \$870.00 each, and meals in the amount of \$180.00 each be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Paul Armstrong, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Elizabeth Barrington, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective October 22, 2023 at the rate of \$19.00 per hour.

Annie Calonico, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective December 3, 2023 at the rate of \$22.36 per hour.

Donnie Cole, Facilities Technician, full-time, Grade 09, Facilities, effective November 5, 2023 at the rate of \$19.69 per hour.

Elizabeth Gonder, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Alexis Jones, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective October 22, 2023 at the rate of \$14.06 per hour.

Alexandra Keith, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Edward Love II, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Olivia Newmark, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Dionne Tanksley, Homework Help Assistant, Substitute, Grade Sub 08, Youth Services, effective December 3, 2023 at the rate of \$14.06 per hour.

Carl Weber, Supply Clerk, 4/5-time, Grade 04, Facilities, effective November 5, 2023 at the rate of \$15.42 per hour.

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

Lauren Tappel, Director of Institutional Giving, full-time, Grade S08, External Relations, from Development Director, full-time, Grade S08, External Relations, effective October 30, 2023 at the rate of \$37.50 per hour.

It is recommended that the following **Declined Position** be accepted:

Elizabeth Gonder, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective November 5, 2023.

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

Nathan Burger, External Relations Assistant, full-time, Grade 08, External Relations, from External Relations Clerk, full-time, Grade 05, External Relations, effective October 8, 2023 at the rate of \$19.92 per hour.

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

Julian Peasant III, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective November 4, 2023 for 6.22 hours for illness.

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

Jerrin Cornish, Senior Acquisitions Clerk, full-time, Grade 07, Technical Services, from Acquisitions Clerk, full-time, Grade 05, Technical Services, effective October 22, 2023 at the rate of \$18.22 per hour.

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

Megs Francis, Assistant Director of Equity, Diversity and Inclusion, full-time, Grade S08, Equity, Diversity, and Inclusion, from Staff Development Manager, full-time, Grade S07, Human Resources, effective December 17, 2023 at the rate of \$30.3380 per hour.

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

Patrick Craig, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective October 4, 2023.

Johnathan Johnson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective November 11, 2023.

Susan Litke, Information Services Assistant, Substitute, Grade Sub08, Kettering-Moraine Branch Library, effective June 15, 2023.

Hsanni Scott-Matthews, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective October 3, 2023.

D. **GIFTS AND GRANTS**

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

\$100.00 from John Brooks on October 18, 2023.

\$10.00 from Anthony Chambers on October 23, 2023.

\$50.00 from Glenn Bayer on October 30, 2023.

\$25.00 from Rob Hardy on October 30, 2023.

\$250.00 from Mary Kieffer on October 30, 2023.

\$280.00 from Jeffrey Trzeciak on November 4, 2023.

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

Dayton Metro Library received no new Grants since the October Board Meeting.

DAYTON METRO LIBRARY

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

November 20, 2023, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Carl Kennebrew,
Shannon Isom (in at 4:14 p.m.)

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

DEPUTY FISCAL OFFICER: Jeffrey Trzeciak

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. Kennebrew, seconded by Mr. Williamson, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the minutes of the October 18, 2023 meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Kennebrew, seconded by Mr. Williamson, 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:

Kristen Allen-Vogel, Information Services Librarian, Information Services, Maria Ruiz-Olvide, Children Services Librarian, Southeast Branch Library, and Caitlin Wissler, Public Services Director, Public Services Administration, to attend the “PLA 2024 Conference” sponsored by PLA and held in Columbus, OH from April 3, 2024 through April 5, 2024. It is further recommended that registration in the amount of \$347.00 each, mileage in the amount of \$93.01 each, parking in the amount of \$40.00 each, lodging in the amount of \$395.66 each, and meals in the amount of \$120.00 each be reimbursed by the Board.

Karen Findlay, Branch Library Manager, West Carrollton Branch Library, Caitlin Jones, Information Services Assistant, Kettering-Moraine Branch Library, and Jeffrey Trzeciak, Executive Director, Executive Administration, to participate in the “Transgender People in Libraries” two-part webinar sponsored by ALA on November 7, 2023 and November 15, 2023. It is further recommended that registration in the amount of \$129.00 each be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to participate in the “How to Build and Defend Inclusive Collections” webinar sponsored by Library Journal on October 25, November 1, and November 8, 2023. It is further recommended that registration in the amount of \$307.59 be reimbursed by the Board.

Dr. Karlos L. Marshall, Director of Diversity, Equity and Inclusion, to attend the “Annual DEI Symposium” sponsored by Columbus Chamber of Commerce and held in Columbus OH on November 1, 2023. It is further recommended that registration in the amount of \$100.00 and mileage in the amount of \$96.68 be reimbursed by the Board.

Austin Railey III, Government Relations and Advocacy Director, External Relations, to participate in the “OLC Ballot Workshop” webinar sponsored by OLC on November 14, 2023. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Jeff Reid, Collection Development Librarian, Technical Services, and Holly Richards, Technical Services Director, Technical Services, to attend “LibLearnX” sponsored by ALA and held in Baltimore, MD on January 19, 2024 through January 22, 2024. It is further recommended that registration in the amount of \$395.00 each, airfare in the amount of \$415.00 each, ground transportation in the amount of \$115.00 each, parking in the amount of \$30.00 each, lodging in the amount of \$870.00 each, and meals in the amount of \$180.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Paul Armstrong, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Elizabeth Barrington, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective October 22, 2023 at the rate of \$19.00 per hour.

Annie Calonico, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective December 3, 2023 at the rate of \$22.36 per hour.

Donnie Cole, Facilities Technician, full-time, Grade 09, Facilities, effective November 5, 2023 at the rate of \$19.69 per hour.

Elizabeth Gonder, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Alexis Jones, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective October 22, 2023 at the rate of \$14.06 per hour.

Alexandra Keith, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Edward Love II, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Olivia Newmark, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective November 5, 2023 at the rate of \$14.06 per hour.

Dionne Tanksley, Homework Help Assistant, Substitute, Grade Sub 08, Youth Services, effective December 3, 2023 at the rate of \$14.06 per hour.

Carl Weber, Supply Clerk, 4/5-time, Grade 04, Facilities, effective November 5, 2023 at the rate of \$15.42 per hour.

CHANGE IN TITLE

Lauren Tappel, Director of Institutional Giving, full-time, Grade S08, External Relations, from Development Director, full-time, Grade S08, External Relations, effective October 30, 2023 at the rate of \$37.50 per hour.

DECLINED POSITION

Elizabeth Gonder, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective November 5, 2023.

HAY RECLASSIFICATION

Nathan Burger, External Relations Assistant, full-time, Grade 08, External Relations, from External Relations Clerk, full-time, Grade 05, External Relations, effective October 8, 2023 at the rate of \$19.92 per hour.

LEAVE WITHOUT PAY

Julian Peasant III, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective November 4, 2023 for 6.22 hours for illness.

PROMOTION

Jerrin Cornish, Senior Acquisitions Clerk, full-time, Grade 07, Technical Services, from Acquisitions Clerk, full-time, Grade 05, Technical Services, effective October 22, 2023 at the rate of \$18.22 per hour.

PROMOTION, CHANGE IN LOCATION

Megs Francis, Assistant Director of Equity, Diversity and Inclusion, full-time, Grade S08, Equity, Diversity, and Inclusion, from Staff Development Manager, full-time, Grade S07, Human Resources, effective December 17, 2023 at the rate of \$30.3380 per hour.

RESIGNATION

Patrick Craig, Homework Help Assistant, substitute, Grade Sub08, Youth Services, effective October 4, 2023.

Johnathan Johnson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective November 11, 2023.

Susan Litke, Information Services Assistant, Substitute, Grade Sub08, Kettering-Moraine Branch Library, effective June 15, 2023.

Hsanni Scott-Matthews, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective October 3, 2023.

2024 ALA LIBLEARNX

The Board approved the following reimbursement structure for Library employees and Board members planning to attend the 2024 ALA LibLearnX:

The 2024 ALA LibLearnX Conference will be held at the Baltimore Convention Center in Baltimore, Maryland, on January 19-22, 2024. There will be an in-person (LLX Full Access) option and an online-only LLX Studio+ option. It is recommended that the Board authorize reimbursement in an amount up to \$395.00 for registration, \$415.00 for airfare, \$115.00 for ground transportation, \$870.00 for lodging, and \$180.00 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, \$6,015.00 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 \$415.00 for airfare, \$115.00 for ground transportation, \$870.00 for lodging costs, and \$180.00 for meals; and a maximum per person reimbursement of \$395.00 for registration costs. It is further recommended that \$6,015.00 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

- \$100.00 from John Brooks on October 18, 2023.
- \$10.00 from Anthony Chambers on October 23, 2023.
- \$50.00 from Glenn Bayer on October 30, 2023.
- \$25.00 from Rob Hardy on October 30, 2023.
- \$250.00 from Mary Kieffer on October 30, 2023.
- \$280.00 from Jeffrey Trzeciak on November 4, 2023.

GRANTS

The Board approved each of the following grants:

Dayton Metro Library received no new Grants since the October Board Meeting.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for October 2023 were included in the Board folder. Jeffrey Trzeciak, Deputy Fiscal Officer, gave a review of the Financials. He explained that the Financials put forth for approval had been revised, to update the financial forecast. Jeffrey also informed the

Board that a new Fiscal Officer, Hilary Browning, has been chosen, with an expected start date of December 4, 2023 and who will provide the December Financial Report.

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>
10/15/2023	PLF	1,630,582.86	1,630,582.86	-	
Total		1,630,582.86	1,630,582.86	-	

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the October 2023 Financial Report was approved by the Board.

Ayes: All
Nays: None

ADVANCE ON TAX DOLLARS COLLECTED IN 2024

On a motion by Mr. Kennebrew, seconded by Mr. Williamson, the Board adopted the following Resolution:

“WHEREAS, funds from the 1.75 mil Operating Levy will be collected in 2024, and

WHEREAS, these funds will be used for current operating expenses throughout 2024, 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:

Mr. Thomas, Aye
Mr. Kennebrew, Aye
Mr. Williamson, Aye
Ms. Woodhull, Aye

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director informed the Board that Ann Riegler Crichton was unable to provide her scheduled update regarding Career Adventure Days.

The Executive Director introduced Jordan Ostrum, the new LGBTQIA+ Services Specialist, to the Board.

Ms. Isom joined the meeting at 4:14 p.m.

ART AND TANGIBLE ASSET DONATIONS POLICY REVISION

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board approved the revision of the Art and Tangible Asset Donations Policy as set forth in the Board Packet.

Ayes: All
Nays: None

NOMINATING COMMITTEE

The Board President explained that, as dictated by the Bylaws, he must appoint a nominating committee tasked with creating a 2024 Slate of Officers for election at the annual December 2023 Board meeting. The roles needing to be filled are: President, Vice President, Secretary and Liaison to the Foundation Board of Directors.

The Board President appointed Mr. Williamson, Ms. Woodhull, and Ms. Isom to the nominating committee.

The Board President also explained that there are still two vacancies on the Board of Trustees, which need to be filled by the Montgomery County Court of Common Pleas Judges, and by the County Commissioners. The Court of Common Pleas has requested that candidates be provided for their consideration.

The President raised four names for consideration and discussion: Myla Cardona-Jones, Wray Blattner, Lisa Wagner, and Michael Roediger.

In open discussion, Mr. Williamson, Mr. Kennebrew, and Mr. Thomas expressed support for the full slate of candidates. The educational background of Ms. Cardona-Jones was noted by Ms. Isom, as was the arts background of Mr. Roediger and Ms. Wagner by Mr. Trzeciak.

On a motion by Ms. Isom, seconded by Mr. Kennebrew, the Board nominated each of the four candidates. These names will be shared with both appointing bodies.

Ayes: All
Nays: None

CORRESPONDENCE

The Board reviewed two items of correspondence: a letter from Perry and Associates CPAs regarding their 2022 audit of the Library's Finances. They reported a clean audit and stated that "DML's financial statements present fairly the library's financial position."

The Executive Director received a letter from Commissioner Judy Dodge, congratulating him for being named as one of Dayton Business Journal's 2023 *Leaders in Diversity* award winners.

NEW BUSINESS

No new business was shared with 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 20, 2023 at 4:00 p.m. in the Community Room of the Main Library.

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Mr. Kennebrew, the Board adjourned at 4:22 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

REVISED AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 20, 2023, 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. COMMENTS FROM THE GENERAL PUBLIC

- Kevin Larger
- Shelley Dickstein

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.

4. APPROVAL OF MINUTES - ACTION

It is recommended that the Board take action on the minutes of the November 20, 2023 Special 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. 2024 PLA ANNUAL CONFERENCE

The 2024 PLA Annual Conference will be held at the Hilton Downtown in Columbus, Ohio on April 3-5, 2024. There will be an in-person and an online-only option. It is recommended that the Board authorize reimbursement in an amount up to \$347.00 for registration, \$93.01 for mileage, \$40.00 for parking, \$395.66 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, \$2,987.01 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, mileage, lodging, parking, and meals, with a maximum per person reimbursement of \$93.01 for mileage, \$40.00 for parking, \$395.66 for lodging costs, and \$120.00 for meals; and a maximum per person reimbursement of \$347.00 for registration costs. It is further recommended that \$2,987.01 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

D. TUITION REIMBURSEMENT AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Tracy Borders, Information Services Assistant, Huber Heights Branch Library, in order to attend Indiana University-Purdue University Indianapolis, School of Informatics and Computing.

E. GIFTS AND GRANTS

It is recommended that the Board approve the gifts and grants as listed at the end of the agenda.

6. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Reports for November 2023 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>
11/3/2023	PLF	1,697,853.00	1,697,853.00	-	
11/3/2023	RE Rollback	1,268,073.22	672,496.09	595,577.13	Debt Service
Total		2,965,926.22	2,370,349.09	595,577.13	

7. AMENDED 2023 APPROPRIATION RESOLUTION – ACTION

It will be necessary to amend the 2023 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, 2023:

<u>General Fund</u>	<u>Current Budget w/Carryover</u>	<u>Amended Budget w/Carryover</u>	<u>Amount Changed</u>
1000 – Salaries & Benefits	\$24,332,863	\$24,332,863	\$0
2000 – Supplies	\$1,155,375	\$825,772	\$(329,603)
3000 - Purchased Services	\$7,358,484	\$7,358,484	\$0
4000 - Library Materials & Information	\$5,144,000	\$5,144,000	\$0
5000 - Capital Outlay	\$1,774,400	\$1,274,000	\$(500,000)
7000 - Other Objects	\$212,077	\$212,487	\$410
9000 - Transfer to other funds	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total	<u>\$39,977,199</u>	<u>\$39,148,006</u>	<u>\$(829,193)</u>

<u>Debt Service Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$220,000	\$220,000	\$ 0
6000 - Debt Service	<u>\$10,166,196</u>	<u>\$10,166,196</u>	<u>\$0</u>
Total	<u>\$10,386,196</u>	<u>\$10,386,196</u>	<u>\$0</u>
<u>Building and Repair Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$548,000	\$548,000	\$0
5000 - Capital Outlay	\$7,500,000	\$7,500,000	\$0
7000 - Miscellaneous	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$0</u>
Total	<u>\$8,051,000</u>	<u>\$8,051,000</u>	<u>\$0</u>
<u>Taxable Construction Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$5,000	\$5,000	\$0
3000 - Purchased Services	\$500,000	\$500,000	\$0
5000 – Capital Outlay	\$5,270,000	\$5,270,000	\$0
7000 – Other Objects	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$0</u>
Total	<u>\$5,780,00</u>	<u>\$5,780,000</u>	<u>\$0</u>

8. TEMPORARY 2024 APPROPRIATION RESOLUTION – ACTION

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for the 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, 2024.

GENERAL FUND

1000 – Salaries & Benefits	\$25,231,467
2000 - Supplies	\$1,069,590
3000 - Purchased Services	\$7,440,224
4000 – Library Materials & Information	\$4,942,300

5000 - Capital Outlay	\$1,089,020
6000 - Debt Service	\$0
7000 - Other Objects	\$174,243
8000 – Contingency	\$0
9000 – Transfer Out	\$0
Total General Fund Appropriations	<u>\$39,946,844</u>

DEBT SERVICES FUND

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

BUILDING AND REPAIR FUND

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

TAXABLE CONSTRUCTION FUND

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

Total All Funds Appropriations **\$50,464,343**

It is recommended that the Board approve the Temporary Appropriation for 2024 for the General Fund in the amount of \$39,946,844, the Debt Service Fund in the amount of \$10,287,499, the Building & Repair Fund in the amount of \$200,000, and the Taxable Construction Fund in the amount of \$30,000.

9. **EXECUTIVE DIRECTOR’S REPORT - INFORMATION**

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

- Debi Chess, External Relations and Development Director- Social Media Policy and Naming Policy
- Claudine Bennett, External Relations Manager- Media Mentions Analytics

The Executive Director will introduce new manager and specialist-level staff:

- Hilary Ross-Browning, Fiscal Officer/Finance Director, Finance
- Kristina Hill, Community Wellness Specialist, Community Development

10. REVISED 2024 BOARD MEETING SCHEDULE - ACTION

During the October 2023 Board meeting, a 2024 Board Meeting schedule was approved. It is recommended that the Board revise the 2024 meeting schedule to read as follows:

January 24, 2024	July 17, 2024
February 21, 2024- Huber Heights	August – no meeting
March 20, 2024	September 18, 2024- Northwest
April 17, 2024	October 16, 2024
May 15, 2024-West Carrollton	November 20, 2024- Miami Township
June 26, 2024	December 18, 2024

This revised schedule avoids the Juneteenth federal holiday, but is otherwise unchanged.

11. 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
Proposed Library Aide Pay Schedule
Effective January 1, 2024**

Current Rate	\$11.00	\$11.25	\$11.68
New Rate	\$11.50	\$11.75	\$12.18

The proposed Substitute Pay Schedule includes increases of 4% for each employee over current rates:

**DAYTON METRO LIBRARY
Proposed Substitute Pay Ranges
Effective January 1, 2024**

Grade	Minimum	Maximum
Sub 01	\$11.01	\$13.16
Sub 02	\$11.34	\$13.53
Sub 03	\$11.69	\$13.97
Sub 04	\$12.11	\$14.45
Sub 05	\$12.65	\$15.10
Sub 06	\$13.20	\$15.75
Sub 07	\$13.86	\$16.56
Sub 08	\$14.62	\$17.45
Sub 09	\$15.44	\$18.44
Sub 10	\$16.44	\$19.64
Sub 11	\$17.54	\$20.95
Sub 12	\$18.87	\$22.52

Professional Offset \$2.03

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, 2024.

12. NOMINATING COMMITTEE - ACTION

At the November meeting the Board President appointed Ms. Woodhull, Mr. Williamson and Ms. Isom to serve as the chair for the ad hoc nominating committee in order to present a 2024 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2023. 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 2024.

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.

13. NEW BUSINESS

14. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 24, 2024 at 4:00 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:

Tracy Borders, Information Services Assistant, Huber Heights Branch Library, Nawal Ciaramitaro, Information Services Assistant, Miami Township Branch Library, Kristina Hill, Community Wellness Specialist, Sanghyun Lee, Children Services Librarian, Miami Township Branch Library, Kelly McElroy, Information Services Assistant, Vandalia Branch Library, Seth Patrick, Information Services Assistant, Huber Heights Branch Library, Kristina Richey, Information Services Librarian, Miami Township Branch Library, and Migyeong Song, Branch Library Manager, Miami Township Branch Library, to participate in “ServSafe Training” on-demand webinar sponsored by the Foodbank. It is further recommended that registration in the amount of \$22.00 each be reimbursed by the Board.

Makailah Hill, Children Services Librarian, Northwest Branch Library, and Jacqui Taylor, Children Services Librarian, Northwest Branch Library, to participate in “ServSafe Training” on-demand webinar sponsored by the Foodbank. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Lane Hurd, Safety and Protective Services Officer, Safety and Protective Services, and Clayton Matheny, Safety and Protective Services Officer, Safety and Protective Services, to attend “First Aid CPR/AED Training” sponsored by Focus Health on December 13, 2023. It is further recommended that registration in the amount of \$69.00 each be reimbursed by the Board.

Bradley Kuykendall, Floater Manager, Public Services Administration, to attend “OLC Conference in Columbus, OH from September 27, 2023 through September 29, 2023. There is no registration cost associated with this event.

Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, Equity, Diversity and Inclusion, and Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “PLA 2024” sponsored by PLA and being held in Columbus, OH from April 3, 2024 through April 5, 2024. It is further recommended that registration in the amount of \$347.00 each, mileage in the amount of \$93.01 each, parking in the amount of \$40.00 each, lodging in the amount of \$395.66 each, and meals in the amount of \$120.00 each be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Public Libraries and Schools: Winning Formulas for Student Success” sponsored by OLC and PLA and held in Columbus, OH on April 2, 2024. It is further recommended that registration in the amount of \$205.00 be reimbursed by the Board.

Shawna Woodard, Information Services Librarian, Northwest Branch Library, to participate in “Public Library Association Conference 2024” being held online from April 3, 2024 through April 5, 2024. It is further recommended that registration in the amount of \$289.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Annie Calonico, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective December 3, 2023 at the rate of \$25.24 per hour.

Kyle Foster, Patron Services Assistant, Substitute, Grade Sub05, West Carrollton Branch Library, effective December 17, 2023 at the rate of \$12.16 per hour.

Jeri Goins, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective December 3, 2023 at the rate of \$16.87 per hour.

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 3, 2023 at the rate of \$19.00 per hour.

Clayton Matheny, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 3, 2023 at the rate of \$19.00 per hour.

Hilary Ross-Browning, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, effective December 3, 2023 at the rate of \$57.6923 per hour.

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

Katie Sumner, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Electra C. Doren Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective December 3, 2023 at the rate of \$18.61 per hour.

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

Phillip Dunlevy, Facilities Manager, full-time, Grade S10, Facilities, from Facilities Manager, full-time, Grade S09, Facilities, effective December 3, 2023 at the rate of \$38.7553 per hour.

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

Teresa Curtis-Morrow, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective November 8, 2023 for 19.38 hours for illness.

Katie Sumner, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective November 17, 2023 for 4.3 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective November 7, 2023 for 6.5 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective November 15, 2023 for 1.1 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective December 4, 2023 for 2.1 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective December 8, 2023 for 4 hours for illness.

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

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, from Information Services Assistant, Substitute, Grade Sub08, Main Youth Services, effective December 31, 2023 at the rate of \$18.61 per hour.

Seth Wass, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, from Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, effective November 19, 2023 at the rate of \$18.61 per hour.

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

Mark Vella, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, from Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 3, 2023 at the rate of \$16.11 per hour.

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

Hannah Priebe, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Vandalia Branch Library, effective December 1, 2023.

Holly Richards, Technical Services Director, full-time, Grade S12, Collection Development, effective February 24, 2024.

E. GIFTS AND GRANTS

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

\$100.00 from Irene Baust on November 13, 2023.

\$100.00 from Michael Roediger on November 15, 2023.

\$100.00 from Thomas Readmond on November 20, 2023.

\$10.00 from Anthony Chambers on November 23, 2023.

\$280.00 from Jeffrey Trzeciak on December 4, 2023.

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

Dayton Metro Library has not received any Grants since the November Special Meeting.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

December 20, 2023, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Shannon Isom

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Hilary Ross Browning

CALL TO ORDER

The President called the meeting to order at 4:00 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. Williamson, seconded by Ms. Isom, the revised agenda was approved by the Board.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

-Mr. Kevin Larger addressed the Board, explaining the interaction which led to his trespass from Library property, and requested that his Library privileges be reinstated.

-Ms. Shelley Dickstein, Dayton City Manager, thanked the Library for their ongoing work to provide support and programming for teens across the city, and assured the Board that the city is working to find a resolution to incidents which have occurred city-wide. In addition to thanking the Library for their continued partnership, Ms. Dickstein thanked Dayton Metro Library for their support of the shuttle program and pedestrian bridge across 35 to provide access to the West Branch Library.

APPROVAL OF MINUTES

On a motion by Ms. Woodhull, seconded by Ms. Isom, the minutes of the November 20, 2023 Special meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Tracy Borders, Information Services Assistant, Huber Heights Branch Library, Nawal Ciaramitaro, Information Services Assistant, Miami Township Branch Library, Kristina Hill, Community Wellness Specialist, Sanghyun Lee, Children Services Librarian, Miami Township Branch Library, Kelly McElroy, Information Services Assistant, Vandalia Branch Library, Seth Patrick, Information Services Assistant, Huber Heights Branch Library, Kristina Richey, Information Services Librarian, Miami Township Branch Library, and Migyeong Song, Branch Library Manager, Miami Township Branch Library, to participate in “ServSafe Training” on-demand webinar sponsored by the Foodbank. It is further recommended that registration in the amount of \$22.00 each be reimbursed by the Board.

Makailah Hill, Children Services Librarian, Northwest Branch Library, and Jacqui Taylor, Children Services Librarian, Northwest Branch Library, to participate in “ServSafe Training” on-demand webinar sponsored by the Foodbank. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Lane Hurd, Safety and Protective Services Officer, Safety and Protective Services, and Clayton Matheny, Safety and Protective Services Officer, Safety and Protective Services, to attend “First Aid CPR/AED Training” sponsored by Focus Health on December 13, 2023. It is further recommended that registration in the amount of \$69.00 each be reimbursed by the Board.

Bradley Kuykendall, Floater Manager, Public Services Administration, to attend “OLC Conference in Columbus, OH from September 27, 2023 through September 29, 2023. There is no registration cost associated with this event.

Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, Equity, Diversity and Inclusion, and Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “PLA 2024” sponsored by PLA and being held in Columbus, OH from April 3, 2024 through April 5, 2024. It is further recommended that registration in the amount of \$347.00 each, mileage in the amount of \$93.01 each, parking in the amount of \$40.00 each, lodging in the amount of \$395.66 each, and meals in the amount of \$120.00 each be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “Public Libraries and Schools: Winning Formulas for Student Success” sponsored by OLC and PLA and held

in Columbus, OH on April 2, 2024. It is further recommended that registration in the amount of \$205.00 be reimbursed by the Board.

Shawna Woodard, Information Services Librarian, Northwest Branch Library, to participate in “Public Library Association Conference 2024” being held online from April 3, 2024 through April 5, 2024. It is further recommended that registration in the amount of \$289.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Annie Calonico, Teen Services Librarian, full-time, Grade 11, Kettering-Moraine Branch Library, effective December 3, 2023 at the rate of \$25.24 per hour.

Kyle Foster, Patron Services Assistant, Substitute, Grade Sub05, West Carrollton Branch Library, effective December 17, 2023 at the rate of \$12.16 per hour.

Jeri Goins, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective December 3, 2023 at the rate of \$16.87 per hour.

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 3, 2023 at the rate of \$19.00 per hour.

Clayton Matheny, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 3, 2023 at the rate of \$19.00 per hour.

Hilary Ross-Browning, Fiscal Officer/Finance Director, full-time, Grade S12, Finance, effective December 3, 2023 at the rate of \$57.6923 per hour.

CHANGE IN LOCATION, CHANGE IN HOURS, CHANGE IN POSITION

Katie Sumner, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Electra C. Doren Branch Library, from Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective December 3, 2023 at the rate of \$18.61 per hour.

HAY RECLASSIFICATION

Phillip Dunlevy, Facilities Manager, full-time, Grade S10, Facilities, from Facilities Manager, full-time, Grade S09, Facilities, effective December 3, 2023 at the rate of \$38.7553 per hour.

LEAVE WITHOUT PAY

Teresa Curtis-Morrow, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective November 8, 2023 for 19.38 hours for illness.

Katie Sumner, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective November 17, 2023 for 4.3 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective November 7, 2023 for 6.5 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective November 15, 2023 for 1.1 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective December 4, 2023 for 2.1 hours for illness.

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective December 8, 2023 for 4 hours for illness.

PROMOTION

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, from Information Services Assistant, Substitute, Grade Sub08, Main Youth Services, effective December 31, 2023 at the rate of \$18.61 per hour.

Seth Wass, Information Services Assistant, full-time, Grade 08, New Lebanon Branch Library, from Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, effective November 19, 2023 at the rate of \$18.61 per hour.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Mark Vella, Patron Services Assistant/Driver, full-time, Grade 05, Outreach Services, from Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 3, 2023 at the rate of \$16.11 per hour.

RESIGNATION

Hannah Priebe, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Vandalia Branch Library, effective December 1, 2023.

Holly Richards, Technical Services Director, full-time, Grade S12, Collection Development, effective February 24, 2024.

2024 PLA ANNUAL CONFERENCE

The Board approved the following reimbursement structure for Library employees and Board members planning to attend the 2024 PLA Annual Conference:

The 2024 PLA Annual Conference will be held at the Hilton Downtown in Columbus, Ohio on April 3-5, 2024. There will be an in-person and an online-only option. It is recommended that the Board authorize reimbursement in an amount up to \$347.00 for registration, \$93.01 for mileage, \$40.00 for parking, \$395.66 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, \$2,987.01 will be divided amongst those bargaining unit members attending the conference for reimbursement of registration, mileage, lodging, parking, and meals, with a maximum per person reimbursement of \$93.01 for mileage, \$40.00 for parking, \$395.66 for lodging costs, and \$120.00 for meals; and a maximum per person reimbursement of \$347.00 for registration costs. It is further recommended that \$2,987.01 be divided in the same manner as above amongst those managerial and confidential staff members attending the conference.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Tracy Borders, Information Services Assistant, Huber Heights Branch Library, in order to attend Indiana University-Purdue University Indianapolis, School of Informatics and Computing.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

- \$100.00 from Irene Baust on November 13, 2023.
- \$100.00 from Michael Roediger on November 15, 2023.
- \$100.00 from Thomas Readmond on November 20, 2023.
- \$10.00 from Anthony Chambers on November 23, 2023.
- \$280.00 from Jeffrey Trzeciak on December 4, 2023.

GRANTS

The Board approved each of the following grants:

Dayton Metro Library received no new Grants since the October Board Meeting.

Ayes: All
Nays: None

MONTHLY FINANCIAL REPORT

The Executive Director introduced Hilary Ross Browning, the new Fiscal Officer/Finance Director, to the Board.

The Monthly Financial Reports for November 2023 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>
11/3/2023	PLF	1,697,853.00	1,697,853.00	-	
11/3/2023	RE Rollback	1,268,073.22	672,496.09	595,577.13	Debt Service
Total		2,965,926.22	2,370,349.09	595,577.13	

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the November 2023 Financial Report was approved by the Board.

Ayes: All
Nays: None

AMENDED 2023 APPROPRIATION RESOLUTION

Hilary Ross Browning, Fiscal Officer, told the Trustees that it would be necessary to amend the 2023 Appropriation Resolution.

On a motion by Ms. Woodhull, seconded by Ms. Isom, the Board approved the following amended appropriation allocations for the fiscal year ending December 31, 2023:

	<u>Current Budget w/Carryover</u>	<u>Amended Budget w/Carryover</u>	<u>Amount Changed</u>
General Fund			
1000 – Salaries & Benefits	\$24,332,863	\$24,332,863	\$0
2000 – Supplies	\$1,155,375	\$825,772	\$(329,603)
3000 - Purchased Services	\$7,358,484	\$7,358,484	\$0
4000 - Library Materials & Information	\$5,144,000	\$5,144,000	\$0

5000 - Capital Outlay	\$1,774,400	\$1,274,000	\$(500,000)
7000 - Other Objects	\$212,077	\$212,487	\$410
9000 - Transfer to other funds	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total	<u>\$39,977,199</u>	<u>\$39,148,006</u>	<u>\$(829,193)</u>
<u>Debt Service Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$220,000	\$220,000	\$ 0
6000 - Debt Service	<u>\$10,166,196</u>	<u>\$10,166,196</u>	<u>\$0</u>
Total	<u>\$10,386,196</u>	<u>\$10,386,196</u>	<u>\$0</u>
<u>Building and Repair Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
3000 - Purchased Services	\$548,000	\$548,000	\$0
5000 - Capital Outlay	\$7,500,000	\$7,500,000	\$0
7000 - Miscellaneous	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$0</u>
Total	<u>\$8,051,000</u>	<u>\$8,051,000</u>	<u>\$0</u>
<u>Taxable Construction Fund</u>	<u>Current Appropriation</u>	<u>Amended Appropriation</u>	<u>Amount Changed</u>
2000 – Supplies	\$5,000	\$5,000	\$0
3000 - Purchased Services	\$500,000	\$500,000	\$0
5000 – Capital Outlay	\$5,270,000	\$5,270,000	\$0
7000 – Other Objects	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$0</u>
Total	<u>\$5,780,000</u>	<u>\$5,780,000</u>	<u>\$0</u>

Ayes: All
Nays: None

TEMPORARY 2024 APPROPRIATION RESOLUTION

The Board is required to adopt the Annual Appropriations Resolution by December 31 of each year for the 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 2023.

GENERAL FUND

1000 – Salaries & Benefits	\$25,231,467
2000 - Supplies	\$1,069,590
3000 - Purchased Services	\$7,440,224
4000 – Library Materials & Information	\$4,942,300
5000 - Capital Outlay	\$1,089,020
6000 - Debt Service	\$0
7000 - Other Objects	\$174,243
8000 – Contingency	\$0
9000 – Transfer Out	<u>\$0</u>
Total General Fund Appropriations	<u>\$39,946,844</u>

DEBT SERVICES FUND

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

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$0
5000 - Capital Outlay	\$200,000
7000 - Miscellaneous	<u>\$0</u>
Total Building and 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 **\$50,464,343**

On a motion by Ms. Woodhull, seconded by Ms. Isom, the Board approved the Temporary Appropriation for 2024 for the General Fund in the amount of \$39,946,844, the Debt Service Fund in the amount of \$10,287,499, the Building & Repair Fund in the amount of \$200,000, and the Taxable Construction Fund in the amount of \$30,000.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

The Executive Director shared a presentation regarding the recently finished Community Listening Sessions for community leaders, volunteers and partners across the system, which is part of a reconsideration and refresh of the library’s Strategic Plan. The feedback from these sessions was overwhelmingly positive, and indicated that communities appreciate and value the services that the Library provides. The next step will be an online patron survey in January, before a newly revised Strategic Plan will be presented to the Board during the March 2024 meeting.

Debi Chess, External Relations and Development Director, introduced a new Social Media Policy for Board review and approval.

On a motion by Ms. Isom, seconded by Ms. Woodhull, the Board approved the Social Media Policy.

Ayes: All
Nays: None

Debi Chess also presented a Revised Naming Rights Policy for Board review and approval.

On a motion by Ms. Woodhull, seconded by Ms. Isom, the Board approved the Revised Naming Rights Policy.

Ayes: All
Nays: None

Claudine Bennett, External Relations Manager, shared a presentation detailing Dayton Metro Library’s publicity approach, and the media mentions that Dayton Metro Library has received thus far in the year.

The Executive Director introduced Kristina Hill, the new Community Wellness Specialist, to the Board.

REVISED 2024 BOARD MEETING SCHEDULE

During the October 2023 Board meeting, a 2024 Board Meeting schedule was approved. It was recommended that the Board revise the 2024 meeting schedule to read as follows:

January 24, 2024	July 17, 2024
February 21, 2024- Huber Heights	August – no meeting
March 20, 2024	September 18, 2024- Northwest

April 17, 2024
May 15, 2024-West Carrollton
June 26, 2024

October 16, 2024
November 20, 2024- Miami Township
December 18, 2024

This revised schedule avoids the Juneteenth federal holiday, but is otherwise unchanged.

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board approved the revised 2024 Board meeting schedule.

Ayes: All
Nays: None

LIBRARY AIDE AND SUBSTITUTE WAGES

The proposed Library Aide Pay Schedule includes increases of \$0.50 per hour over current rates:

**Dayton Metro Library
Proposed Library Aide Pay Schedule
Effective January 1, 2024**

Current Rate	\$11.00	\$11.25	\$11.68
New Rate	\$11.50	\$11.75	\$12.18

The proposed Substitute Pay Schedule includes increases of 4% for each employee over current rates:

**DAYTON METRO LIBRARY
Proposed Substitute Pay Ranges
Effective January 1, 2024**

Grade	Minimum	Maximum
Sub 01	\$11.01	\$13.16
Sub 02	\$11.34	\$13.53
Sub 03	\$11.69	\$13.97
Sub 04	\$12.11	\$14.45
Sub 05	\$12.65	\$15.10
Sub 06	\$13.20	\$15.75
Sub 07	\$13.86	\$16.56
Sub 08	\$14.62	\$17.45
Sub 09	\$15.44	\$18.44
Sub 10	\$16.44	\$19.64
Sub 11	\$17.54	\$20.95
Sub 12	\$18.87	\$22.52

Professional Offset \$2.03

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board approved the proposed Library Aide and Substitute Pay Schedules to be effective with the pay period that includes January 1, 2024.

Ayes: All
Nays: None

NOMINATING COMMITTEE

At the November meeting the Board President appointed Ms. Woodhull, Mr. Williamson and Ms. Isom to serve as the chair for the ad hoc nominating committee in order to present a 2024 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2023. Additionally, the nominating committee were asked to put forth a recommendation to appoint a Trustee to serve as a liaison to the Dayton Metro Library Foundation Board of Directors in 2024.

The Board President asked that the nominating committee present their proposed slate for consideration and election.

Mr. Williamson explained that their proposed slate had one candidate who had yet to assent to their election. Following a brief discussion of the best manner in which to proceed, it was determined that the slate be presented for election, contingent upon affirmation by all candidates. The slate was presented as follows:

Nolan Thomas – President
Carl Kennebrew – Vice President
Sara Woodhull – Secretary
David Williamson – Liaison to the Foundation

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board elected the slate of officers as presented, pending Mr. Kennebrew's approval. It was suggested that this topic be revisited during the January 2024 meeting for ratification.

Ayes: All
Nays: None

President Thomas 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.

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board voted to appoint the Fiscal Officer and Executive Director to the roles of Treasurer and Deputy Treasurer, respectively.

Ayes: All
Nays: None

The President 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. Williamson, seconded by Ms. Isom, the Board approved the surety bonds for the Treasurer and Deputy Treasurer.

Ayes: All
Nays: None

NEW BUSINESS

President Thomas explained that the four names put forth for consideration by the Board during the November 2023 meeting have been provided to both the Court of Common Pleas and the County Commissioners in order to fill the two vacancies in the Board.

The Court of Common Pleas plans to interview each candidate, with interviews scheduled through January.

The County Commissioners have yet to respond, and President Thomas will follow up with them if there has been no word in January. Mr. Williamson has also provided a friendly reminder of the vacancy to the Commissioners.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, January 24, 2024 at 4:00 p.m. in the Community Room of the Main Library.

ADJOURNMENT

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

Ayes: All
Nays: None