

DAYTON METRO LIBRARY

REVISED- AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, September 18, 2024, 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 17, 2024 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 Seth Patrick, Children Services Librarian, Huber Heights Branch Library, in order to attend the University of Kentucky, School of 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:

Seth Patrick, Children Services Librarian, Huber Heights Branch Library, for the course "Library Materials and Lit for Children," University of Kentucky, 3.0 credit hours at a cost of \$2,253.66, and the course "Assessment and Evaluation Methods in Applied Communication Research," University of Kentucky, 3.0 credit hours at a cost of \$2,253.66, and the course "Informal Learning in Information Organizations," University of Kentucky, 3.0 credit hours at a cost of \$2,253.66, for a total of \$6,761.00.

E. 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 Reports for July and August 2024 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>
7/5/2024	RE Tax Advances	\$214,986.84	\$115,844.51	\$99,142.33	Debt Service
7/11/2024	PLF	\$1,854,343.82	\$1,854,343.82		
7/12/2024	RE Tax Advances	\$643,581.11	\$349,758.16	\$283,822.95	Debt Service
7/19/2024	RE Tax Advances	\$3,262,936.79	\$1,729,736.72	\$1,533,200.07	Debt Service
7/26/2024	RE Tax Advances	\$2,422,059.62	\$1,329,605.82	\$1,092,453.80	Debt Service
8/2/2024	RE Tax Advances	\$1,101,154.34	\$602,735.56	\$498,418.78	Debt Service
8/13/2024	PLF	\$1,498,428.46	\$1,498,428.46		
8/29/2024	Fifth Third Managed Investments		\$996,925.83	(996,925.83)	
Total		\$10,997,490.98	\$8,477,378.88	\$2,510,112.10	

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, 2025; 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	\$12,096,554.00	1.75
Bond Fund	\$10,330,561.00	1.03

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. MEDICAL INSURANCE -ACTION

The Executive Director recommends the following for group health insurance, for plan year 2025:

Medical Insurance

- Remain with Anthem for group medical insurance with a 0% increase in premium costs.
- 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
Anthem - Single	\$782.26	\$664.92	\$117.34	\$58.67
Anthem AEU3 - Single (E6)	\$707.48	\$601.36	\$106.12	\$53.06
Anthem AETR - Single (E9)	\$652.87	\$554.94	\$97.93	\$48.97
Anthem - Family	\$1,728.80	\$1,469.48	\$259.32	\$129.66
Anthem AEU3 - Family (E6)	\$1,563.53	\$1,329.00	\$234.53	\$117.26
Anthem AETR - Family (E9)	\$1,442.84	\$1,226.41	\$216.43	\$108.21

<i>HRA</i>	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
Anthem - Single	\$797.99	\$638.39	\$159.60	\$79.80
Anthem - Family	\$1,763.58	\$1,410.86	\$352.72	\$176.36

Other Recommendations

- DML will continue to receive a 1% credit off of annual premiums on Anthem’s medical plan designs for being a member of the Dayton Chamber of Commerce, and a .5% bundling discount for selecting Anthem’s vision coverage.
- Library contributions will continue to be pro-rated for designated part-time staff.
- Still reviewing proposals for Basic Life & AD&D and the voluntary lines of coverage.

Recommendations for dental, vision, property liability, blanket liability and cybersecurity insurance will be made during the October 16, 2024 meeting.

9. **EXECUTIVE DIRECTOR’S REPORT - INFORMATION**

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

New Manager Intro:

- Blanca Hannan, Electra C. Doren Branch Library Manager

-Allison Knight, Youth Services Director: Summer Challenge Recap3601

-Deansai Myers, Human Resources and Organizational Development Director: Insurance Satisfaction Survey

10. **RESOLUTION TO EXECUTE CAPITAL PROJECT: DAYTON METRO LIBRARY RFP 2024-101 - ACTION**

WHEREAS, Dayton Metro Library has determined leasing space to house the Fleet of Outreach services to be cost prohibited when Library owned space is available;

WHEREAS, Work contained in Dayton Metro Library RFP 2024-101 is necessary in order to house the Fleet of Outreach services at 207 E. Fourth Street;

WHEREAS, Dayton Metro Library has awarded RFP 2024-101 to Staffco Construction in the amount of \$175,800;

WHEREAS, Dayton Metro Library requires board approval prior to execution of any and all capital projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Dayton Metro Library:

Section 1: That a contract, and subsequent Purchase Order for Dayton Metro Library RFP 2024-101, be issued to Staffco Construction in the amount of \$175,800.

11. **FRAUD REPORTING TRAINING- INFORMATION**

The State Auditor’s Office issued new guidance requiring all employees of political subdivisions in the State of Ohio to complete an Auditor of State Waste, Fraud and Abuse Training. Trustees are not strictly required to complete this training, but their participation

is strongly encouraged, as they are required to report fraud. This training takes the form of an 8-minute video which will be displayed for the Trustees' benefit. Each Trustee in attendance will sign a form indicating their compliance with this training requirement. Any Trustees who are unable to attend this meeting will be asked to complete the training during their own time. The deadline to complete this training is December 29, 2024.

12. NEW BUSINESS

13. BOARD RETREAT DISCUSSION ITEMS- INFORMATION

The Board President will solicit recommended topics of discussion from the Trustees for the November 16, 2024 Board Retreat, which will be held in the Community Room of the Wilmington-Stroop Branch Library from 9:30 a.m.- 1:30 p.m.

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 16, 2024 at 4:00 p.m. in the Board 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 16, 2024 at 4:10 p.m. in the Board 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:

Hilary Browning, Fiscal Officer/Finance Director, Finance, to attend “Library Fiscal Officer 102” being sponsored by OLC and held in Dublin, OH on September 12, 2024. It is further recommended that registration in the amount of \$40.00 be reimbursed by the Board.

Amanda Arrington, Volunteer Services Manager, Public Services Administration, Josh Ashworth, Information Technology Services Director, Information Technology Services, Rebecca Calfe, Floater Manager, Public Services Administration, Debi Chess, External Relations and Development Director, External Relations, Phillip Dunlevy, Facilities Director, Facilities, Rachel Gut, Deputy Executive Director, Executive Administration, Dave Hicks, Public Services Director, Public Services Administration, Allison Knight, Youth Services Director, Youth Services, Bradley Kuykendall, Floater Manager, Public Services Administration, Heather McClure, Safety and Protective Services Director, Safety and Protective Services, William McIntire, Patron Services Director, Public Services Administration, Deansai Myers, Human Resources and Organizational Development Director, Human Resources, Gil Rutledge, Executive Assistant, Executive Administration, Jeffrey Trzeciak, Executive Director, Executive Administration, and Caitlin Wissler, Patron Services Director, Public Services Administration, to attend the “Library Fiscal Officer 102” webinar being sponsored by OLC and held in Dublin, OH on September 12, 2024. It is further recommended that registration in the amount of \$40.00 each be reimbursed by the Board

Chandler Johnson, Safety and Protective Services Officer, Safety and Protective Services, and Billy Leece, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/AED Certification,” being sponsored by Focus Health and held in Dayton, OH on September 18, 2024. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

Hilary Ross Browning, Fiscal Officer/Finance Director, Finance, to attend the “Ohio GFOA Conference” being sponsored by Government Finance Officers Association and held in Cincinnati, OH from September 25, 2024 through September 27, 2024. It is further recommended that registration in the amount of \$300.00, lodging in the amount of \$541.15 and meals in the amount of \$180.00 be reimbursed by the Board.

Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, to participate in the “CTS Renewal” on-demand webinar sponsored by Avixa. It is further recommended that registration in the amount of \$175.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Chandler Johnson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective August 11, 2024 at the rate of \$19.00 per hour.

Billy Leece, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective August 25, 2024 at the rate of \$19.00 per hour.

Marley Masterson, Teen Services Librarian, full-time, Grade 11, Southeast Branch Library, effective August 25, 2024 at the rate of \$26.25 per hour.

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

Haylee Hunt, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, from Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective September 11, 2024 at the rate of \$19.75 per hour.

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

Robert Owens, Racial Equity Manager, full-time, Grade S07, Equity, Diversity and Inclusion, from Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective August 25, 2024 at the rate of \$31.2000 per hour.

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

Marley Masterson, Teen Services Librarian, full-time, Southeast Branch Library, effective September 4, 2024 for 8.00 hours for personal reasons.

Marley Masterson, Teen Services Librarian, full-time, Southeast Branch Library, effective October 14, 2024 for 64.00 hours for vacation.

Marley Masterson, Teen Services Librarian, full-time, Southeast Branch Library, effective November 30, 2024 for 24.00 hours due to personal reasons.

Courtney Motley, Information Services Assistant, 3/5-time, Northwest Branch Library, effective August 9, 2024 for 2.10 hours due to illness.

Courtney Motley, Information Services Assistant, 3/5-time, Northwest Branch Library, effective August 12, 2024 for 4.00 hours due to personal reasons.

Courtney Motley, Information Services Assistant, 3/5-time, Northwest Branch Library, effective July 9, 2024 for 12 hours for personal reasons.

Wren Newmark-Weishan, Children Services Librarian, full-time, Northwest Branch Library, effective October 24, 2024 for 20 hours for personal reasons.

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

Molly Benson, Technical Services Director, full-time, Grade S11, Collection Development, from Acquisitions Manager, full-time, Grade S07, Collection Development, effective September 8, 2024 at the rate of \$45.1428 per hour.

Emma Wade, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, from Patron Services Assistant, full-time, Grade 05, Southeast Branch Library, effective September 8, 2024 at the rate of \$19.35 per hour.

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

Blanca Hannan, Branch Library Manager, full-time, Grade S09, Electra C. Doren Branch Library, from Information Services Assistant, full-time, Grade 08, West Branch Library, effective September 8, 2024 at the rate of \$36.0577 per hour.

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

Matt Buelsing, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Miami Township Branch Library, effective July 20, 2024.

LaSasha Dixon, Information Services Assistant, Substitute, Grade Sub08, Trotwood Branch Library, effective June 27, 2024.

Cheri Edwards, Accounting Clerk, 2/5-time, Grade 05, Finance, effective September 6, 2024.

Elaine Fultz, Information Services Assistant, Substitute, Grade Sub08, West Carrollton Branch Library, effective July 19, 2024.

LaShaunda Gates, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective August 8, 2024.

Melissa Godsey, Information Services Librarian, Substitute, Grade Sub11, Vandalia Branch Library, effective August 29, 2024.

Kristina Hill, Community Wellness Specialist, full-time, Grade 12, Community Development, effective August 28, 2024.

Alexis Jones, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective July 18, 2024.

Jasmine Jones, Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective August 24, 2024.

Brittany Milligan, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective April 11, 2024.

Jack Pacheco, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective April 29, 2024.

Al Ralston, Information Services Assistant, Substitute, Grade Sub08, Trotwood Branch Library, effective June 8, 2024.

William Stolz, Branch Library Manager, full-time, Grade S09, Southeast Branch Library, effective September 6, 2024.

Angel Walker, Patron Services Assistant, Substitute, Grade Sub05, West Branch Library, effective March 20, 2024.

Miriam Wilkins, Patron Services Assistant, Substitute, Grade Sub05, Wilmington-Stroop Branch Library, effective February 26, 2024.

Carol Williamson, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective August 22, 2024.

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

Jason Long, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, effective September 8, 2024 at the rate of \$30.6541 per hour.

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

Courtney Motley, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective August 22, 2024.

Troy Reaves, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective August 21, 2024.

D. **GIFTS AND GRANTS**

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

- \$100.00 from Michael Roediger, on July 15, 2024.
- \$10.00 from Sachin Jindal, on July 17, 2024.
- \$100.00 from Miami Valley Section of APA-Ohio, on July 19, 2024.
- \$10.00 from Anthony Chambers, on July 23, 2024.
- \$75.00 from Rob Hardy, on July 27, 2024.
- \$1,000.00 from David Jason Wyse, on July 31, 2024.
- \$100.00 from Jacquelyn Waggamon, on August 3, 2024.
- \$100.00 from Gary LeRoy, on August 3, 2024.
- \$50.00 from Heather Williams, on August 4, 2024.
- \$280.00 from Jeffrey Trzeciak, on August 4, 2024.
- \$50.00 from Valerie Lee, on August 5, 2024.
- \$10.00 from Jennifer Lamott, on August 10, 2024.
- \$10.00 from Sachin Jindal, on August 17, 2024.
- \$10.00 from Anthony Chambers, on August 23, 2024.
- \$100.00 from Angelina Grosso, on August 27, 2024.
- \$100.00 from Jacquelyn Waggamon, on September 3, 2024.
- \$100.00 from Sherry Bower, on September 5, 2024.

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

- \$2,500.00 from Karla Garrett Harshaw, on August 12, 2024.
- \$4,000.00 from Dollar General Literacy Foundation, on August 2, 2024.