

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, October 16, 2024, 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 18, 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. 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 2024 is 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>
9/6/2024	Real Estate Tax Settlements	1,460,091.21	804,399.80	604,862.71	Debt Service
9/11/2024	E-Rate Reimbursement	102,846.11	102,846.11		
9/13/2024	Public Library Fund	1,820,197.75	1,820,197.75		
<b>Total</b>		<b>3,383,135.07</b>	<b>2,727,443.66</b>	<b>604,862.71</b>	

7. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

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

- Josh Ashworth, Information Technology Services Director- 2023 Public Library Technology Survey

The Executive Director will introduce the following new managers:

- Molly Benson- Technical Services Director, Technical Services
- Robert Owens- Racial Equity Manager, Equity, Diversity and Inclusion

The Executive Director will also thank and acknowledge Janet Grant, Senior Patron Services Assistant for the Wilmington-Stroop Branch Library, for her 50 years of service.

8. PROPERTY LIABILITY, BLANKET LIABILITY INSURANCE AND CYBERSECURITY COVERAGE – ACTION

Marc Reynolds and G. Scott Egbers of Marsh & McLennan Agency will review with the Board the proposed 2024-2025 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>
<b>Westfield Package (1)</b>	<b>\$209,169</b>	<b>\$223,858</b>
Property	\$138,924	\$151,812
General Liability	\$13,516	\$13,245
Employers Liability	\$6,339	\$7,411
Automobile	\$11,845	\$12,138
Inland Marine	\$21,537	\$22,196
Umbrella	\$12,777	\$12,828
Terrorism	\$4,231	\$4,228
<b>Cincinnati Boiler – 2023 to 2026</b>	<b>\$3,109</b>	<b>\$3,109</b>
<b>Cincinnati Executive Liability – 2023 to 2026</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>Travelers Cyber (2)</b>	<b>\$13,740</b>	<b>\$11,820</b>
<b>Total Estimated Premium (3)</b>	<b>\$241,018</b>	<b>\$253,787</b>

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 \$253,787.00

9. 2025 DENTAL, VISION AND GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE – ACTION

The Executive Director recommends the following for group dental and vision insurance, for plan year 2025:

- The Executive Director recommends continuing with the rate guarantees that are in effect for both dental and vision insurance premiums.

**Dental Insurance**

- Remain with Superior Dental for group dental insurance for a 0% increase in premiums. A 2-year rate guarantee was negotiated last year. The dental rates are guaranteed through December 31, 2025.

<b>Superior Dental</b>	<b>Monthly Premium</b>	<b>Library Monthly Cost</b>	<b>Employee Monthly Cost</b>	<b>Employee Cost Per Pay</b>
<b>Single</b>	\$21.61	\$17.29	\$4.32	\$2.16
<b>Family</b>	\$90.51	\$72.41	\$18.10	\$9.05

**Vision Insurance**

- Remain with Anthem Vision for group vision insurance for a 0% increase in premiums. A 3-year rate guarantee was negotiated last year. The vision rates are guaranteed through December 31, 2026.

<b>Anthem Vision</b>	<b>Monthly Premium</b>	<b>Library Monthly Cost</b>	<b>Employee Monthly Cost</b>	<b>Employee Cost Per Pay</b>
<b>Single</b>	\$4.98	\$3.98	\$1.00	\$0.50
<b>Family</b>	\$12.69	\$10.15	\$2.54	\$1.27

The Executive Director recommends the Board approve the following for group life and accidental death and dismemberment insurance, for plan year 2025:

**GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE RENEWAL**

- The Executive Director recommends that the Board of Trustees approve the renewal of the Group Life Insurance Policy with MetLife Insurance Company with a 9.4% increase at the rate of \$0.10/\$1,000 and the renewal of the Accidental Death and Dismemberment Insurance Policy at 0% increase of \$0.016/\$1,000 for the period January 1, 2025 through December 31, 2026.

10. **CATERING POLICY – ACTION**

The Executive Director recommends the approval of the following new Catering Policy:

**I.POLICY**

During the course of Library business, there are certain programs and events which require catering. All catering expenses up to the amount of \$5,000.00 shall be made at the Executive Director’s discretion. Any catering items above this \$5,000.00 limit shall be brought before the Board of Trustees for their approval.

II. PROCEDURES

1. By the Board’s blanket consent, the Executive Director shall be authorized to oversee and approve any catering expenses between zero and \$5,000.00. The Executive Director’s authorization shall be sufficient to execute any associated transactions.
2. Any catering costs above \$5,000.00 shall be brought to the Board of Trustees for their approval, in advance of the event for which the catering is required. The expense shall be introduced as an action item on the Board Agenda, and shall require a simple majority to approve the expense, after which the Library shall be authorized to complete the transaction.

11. DAYTON METRO LIBRARY BOARD OF TRUSTEES 2025 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 22, 2025	July 16, 2025
February 19, 2025- Trotwood	August – no meeting
March 19, 2025	September 17, 2025-Vandalia
April 16, 2025	October 15, 2025
May 21, 2025-New Lebanon	November 19, 2025- Miamisburg
June 18, 2025	December 17, 2025

Unless otherwise noted, Board Meetings will be held in the Board Room of the Main Library. On a quarterly basis, meetings will be held in the Community Rooms of branch locations, as indicated above.

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, November 20, 2024 at 4:00 p.m. in the Community Room of the Miami Township Branch 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:

Shane Hall, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR First Aid Course” being sponsored by Focus Health and held in Dayton, OH on October 5, 2024. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Heather McClure, Safety and Protective Services Director, Safety and Protective Services, to attend “Adult and Pediatric First Aid/CPR/AED” training being sponsored by Focus Health and held in Dayton, OH on October 30, 2024. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

### B. PERSONNEL ACTIONS

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

Marla Bremer, Patron Services Assistant, 3/5-time, Patron Services, effective September 21, 2024 for 7.70 hours for personal reasons.

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

Haylee Hunt, Information Services Librarian, full-time, Grade 11, Southeast Branch Library, from Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective October 20, 2024 at the rate of \$26.25 per hour.

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

Dieudonne Buzima, Patron Services Assistant, full-time, Grade 05, Patron Services, effective October 5, 2024.

Katie Depew, Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, effective September 20, 2024.

Brittany Graham, Information Services Librarian, full-time, Grade 11, Miamisburg Branch Library, effective October 4, 2024.

Chigozie Odumodu, Homework Help Assistant, Substitute, Grade Sub08. Youth Services, effective May 23, 2024.

Terrie Shouse, Information Services Librarian, Substitute, Grade Sub11, Kettering-Moraine Branch Library, effective July 27, 2024.

Michael Smith, Information Services Librarian, Substitute, Grade Sub11, Vandalia Branch Library, effective September 5, 2024.

Mary Vaughn-Rose, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective August 27, 2024.

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

Janet Grant, Senior Patron Services Assistant, full-time, Grade 05, Wilmington-Stroop Branch Library, effective October 31, 2024, after more than 50 years of service.

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

Rebekah Augustus, Information Services Assistant, Substitute, Grade Sub08, Burkhardt Branch Library, effective July 25, 2024.

Nawal Ciaramitaro, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective September 21, 2024.

Angela Cross, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective May 20, 2024.

Brandy Dangerfield, Patron Services Assistant, Substitute, Grade Sub05, West Branch Library, effective August 29, 2024.

Christy Ebbeson Kurtz, Information Services Librarian, Substitute, Grade Sub11, Miami Township Branch Library, effective September 21, 2024.

Judy Evans, Information Services Librarian, Substitute, Grade Sub11, Special Collections, effective July 6, 2024.

Thomas Everett, Patron Services Assistant, Substitute, Grade Sub05, West Branch Library, effective August 31, 2024.

Susan Foster, Patron Services Assistant, Substitute, Grade Sub05, West Carrollton Branch Library, effective August 27, 2024.

Natalie Gut, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective September 20, 2024.

Jeanne Hignite, Patron Services Assistant, Substitute, Grade Sub05, Patron Services, effective September 21, 2024.

Justin Janetzko, Information Services Assistant, Substitute, Grade Sub08, West Branch Library, effective August 29, 2024.

Janice Kohn, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective September 13, 2024.

Pamela Lipson, Children Services Librarian, Substitute, Grade Sub11, Northmont Branch Library, effective July 12, 2024.

Katherine Mullins, Information Services Librarian, Substitute, Grade Sub11, Kettering-Moraine Branch Library, effective September 18, 2024.

Jonathan Murphy, Information Services Assistant, Substitute, Grade Sub08, Southeast Branch Library, effective May 25, 2024.

Alex Nagy, Information Services Librarian, Substitute, Grade Sub11, Southeast Branch Library, effective July 31, 2024.

Mary O'Donnell, Patron Services Assistant, Substitute, Grade Sub05, Brookville Branch Library, effective September 19, 2024.

Julia Rice, Information Services Assistant, Substitute, Grade Sub08, Vandalia Branch Library, effective September 5, 2024.

Indy Roca, Information Services Assistant, Substitute, Grade Sub08, Wilmington-Stroop Branch Library, effective August 31, 2024.

Myra Sanders, Information Services Assistant, Substitute, Grade Sub08, Vandalia Branch Library, effective May 23, 2024.

Tanya Thomas-Smiley, Patron Services Assistant, Substitute, Grade Sub05, Northwest Branch Library, effective September 21, 2024.

Benjamin Thornber, Patron Services Assistant, Substitute, Grade Sub05, Miamisburg Branch Library, effective September 12, 2024.

Lori Titus, Information Services Librarian, Substitute, Grade Sub11, Wilmington-Stroop Branch Library, effective August 9, 2024.

Jacqueline Turner, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective September 21, 2024.

Rebecca Westlake, Children Services Librarian, Substitute, Grade Sub11, Youth Services, effective September 20, 2024.

Grace Wetzel, Patron Services Assistant, Substitute, Grade Sub05, Kettering-Moraine Branch Library, effective May 23, 2024.

Forest Wortham, Information Services Assistant, Substitute, Grade Sub08, Miamisburg Branch Library, effective September 19, 2024.

Shirley Wright, Patron Services Assistant, Substitute, Grade Sub05, Northwest Branch Library, effective August 17, 2024.

Gail Zapatomy, Patron Services Assistant, Substitute, Grade Sub05, Kettering-Moraine Branch Library, effective August 31, 2024.

### C. GIFTS AND GRANTS

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

\$25.00 from Jaime Pacheco on September 10, 2024.

\$50.00 from Rap Hankins on September 11, 2024.

\$25.00 from Paul Gruner on September 12, 2024.

\$100.00 from William Gillispie on September 13, 2024.

\$100.00 from J. Stephen Herbert on September 15, 2024.

\$50.00 from Jane Rahn on September 18, 2024.



\$5,000.00 from Dayton Metro Library Foundation on September 19, 2024.  
\$30,000.00 from Dayton Metro Library Foundation on September 19, 2024.  
\$250.00 from Melinda Eaton on September 20, 2024.  
\$2,000.00 from Rebecca Williams on September 21, 2024.  
\$100.00 from Daria Dillard Stone on September 22, 2024.  
\$250.00 from Annie Walters on September 22, 2024.  
\$50.00 from Merrel Jones on September 27, 2024.  
\$20.00 from Rob Hardy on September 29, 2024.  
\$250.00 from Regina Whitmore on October 6, 2024.

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

\$7,125.00 from Culture Works on September 18, 2024.