

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

September 18, 2024, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Carl Kennebrew, Myla Cardona-Jones (out at 6:02 p.m.), Kelly Geers (in at 4:01 p.m.), and Shannon Isom (in at 4:14 p.m.)

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.

Prior to beginning the meeting, President Thomas thanked the staff of the Northwest Branch for hosting the Board meeting. He and the Board are grateful for the opportunity to see the different branches and communities throughout the system.

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

President Thomas motioned that an Executive Session be added to the end of Agenda in order to discuss the employment of a public employee, which was seconded by Mr. Williamson. On a motion by President Thomas, seconded by Mr. Kennebrew, the agenda was approved as amended by the Board.

Ayes: All
Nays: None

Ms. Geers joined the meeting at 4:01p.m.

APPROVAL OF MINUTES

On a motion by Mr. Kennebrew, seconded by Ms. Woodhull, the minutes of the July 17, 2024 meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Geers, 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:

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 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.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

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.

CHANGE IN LOCATION

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.

CHANGE IN LOCATION, CHANGE IN POSITION

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.

LEAVE WITHOUT PAY

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.

PROMOTION

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.

PROMOTION, CHANGE IN LOCATION

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.

RESIGNATION

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.

TEMPORARY TRANSFER

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.

TERMINATION

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.

TUITION REIMBURSEMENT AGREEMENT

The Board approved 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.

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:

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.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

\$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.

GRANTS

The Board approved each of the following grants:

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

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 2024 were included in the Board folder. Hilary Ross Browning, Fiscal Officer, gave a review of the Financials.

The following investments were approved:

Major Sources of Revenue, Uses, and Investments					
<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Use in Operations</u>	<u>Investment</u>	<u>Where</u>
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		<u>\$10,997,490.98</u>	<u>\$8,477,378.88</u>	<u>\$2,510,112.10</u>	

On a motion by Ms. Woodhull, seconded by Ms. Geers, the July and August 2024 Financial Report was approved by the Board.

Ayes: All
Nays: None

Ms. Isom joined the meeting at 4:14 p.m.

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, 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>	Amount To Be Derived From Levies Outside <u>10 M. Limitation</u>	County Auditor's Estimate of Tax Rate <u>To Be Levied</u>
General Fund	\$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.

On a motion by Mr. Kennebrew, seconded by Ms. Geers, the Board adopted the Resolution.

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

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

Ayes: All
Nays: None

MEDICAL INSURANCE

Deansai Myers, Director of Human Resources and Organizational Development, provided a review of the proposed 2025 health rates.

The Executive Director recommended the Board approve 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.

HSA	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

HRA	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.

On a motion by Mr. Kennebrew, seconded by Ms. Woodhull, the Board approved the proposed 2025 medical health insurance rates.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR’S REPORT

Deansai Myers, Director of Human Resources and Organizational Development, shared a presentation regarding the results of the 2024 employee Insurance Satisfaction Survey, which showed considerably improved approval rates from the 2023 survey. These results have helped guide the Human Resources department’s benefits search process.

The Executive Director congratulated Myla Cardona-Jones for being named a DBJ Leader in Diversity. He also shared an article from “Ohio Archivist” which was written by Karen D. Brame

and Rachael Bussert about their work digitizing the Taylor Collection. He informed the Board that Dayton Metro Library surpassed 1 million digital circulations in July, which until recently was a figure which would take nearly a year to reach. He shared information about the Northwest Branch Library, which was the first completely new branch to be built in the Libraries for a Smarter Future initiative, and was completed in 2016. This branch is among the largest and busiest at Dayton Metro Library.

The Executive Director introduced Blanca Hannan, the new Branch Library Manager of the Electra C. Doren Branch Library.

Allison Knight, Youth Services Director, shared a presentation recapping the 2024 Summer Challenge at Dayton Metro Library. In order to promote a daily reading habit, participants were asked to track the days they read (or learned), rather than the time they spent doing so, which is hoped will improve the program's accessibility. This year's program saw a 5% increase in youth individual participation, to 4,768. This year also featured the long-awaited return of the adult Summer Challenge, which drew 1,432 participants. In all, 10,095 people participated, representing 116 unique zip codes, and 11,156 prize books were awarded. The Library is looking forward to Summer Challenge 2025, whose theme will be "Color Our World."

The Executive Director thanked the Board for approving the PLF distribution formula in the previous meeting. Based upon the County Commission meeting, it has been made apparent that there is a difference of opinion regarding this funding amongst the County's Library Directors. This meeting also found that there was an error in previous allocations, to the detriment of Washington-Centerville Public Library. A plan to repay these funds over five years is currently being developed, though no final figures have yet been reached.

The Executive Director is currently coordinating meetings with other County Library Directors, with a view towards re-working the County distribution formula.

RESOLUTION TO EXECUTE CAPITAL PROJECT: DAYTON METRO LIBRARY RFP 2024 - 101

Phillip Dunlevy, Facilities Director, and Hilary Ross Browning, Finance Director, explained the effort needed to move the Outreach Services building from its current leased location to Gentile and Operations Center. This effort includes widening the garage at Gentile in order to accommodate the new Bookmobile, and will enable the Library to accomplish its long-held goal of owning all Library buildings.

In order for the Library to proceed with this project, approval of the following Resolution was recommended:

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.

On a motion by Ms. Geers, seconded by Ms. Cardona-Jones, the Board adopted the Resolution.

Ayes: All

Nays: None

FRAUD REPORTING TRAINING

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 was strongly encouraged, as they are required to report fraud.

The Trustees viewed the 8-minute training video which is required for all Ohio governmental employees, and highly recommended for Library Trustees. Each Trustee signed a form indicating their compliance with this training requirement.

NEW BUSINESS

President Thomas expressed his delight upon seeing Dayton Metro Library employees from the Bookmobile and Wilmington-Stroop branches represented during recent holiday parades.

BOARD RETREAT DISCUSSION ITEMS

The Board President reminded his fellow Trustees of the Board Retreat scheduled for November 16, 2024 in the Community Room of the Wilmington-Stroop Branch Library. He asked that Trustees inform him of any topics they wish to discuss during this 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 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.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

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.

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 a motion by President Thomas, seconded by Mr. Williamson, the Board went into Executive Session.

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

The Board entered Executive Session at 5:09 p.m. and returned to open session at 6:27 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(1) of the Ohio Revised Code.

Ms. Cardona-Jones left the meeting at 6:02 p.m.

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Mr. Kennebrew, the Board adjourned at 6:27 p.m.

Ayes: All
Nays: None