

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

October 16, 2024, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, Kelly Geers, Myla Cardona-Jones, Carl Kennebrew, David Williamson

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Hilary Ross Browning

CALL TO ORDER

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

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. Kennebrew, the agenda was approved by the Board.

Ayes: All  
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Cardona-Jones, seconded by Ms. Geers, the minutes of the September 18, 2024 meeting were approved by the Board.

Ayes: All  
Nays: None

CONSENT AGENDA

On a motion by Mr. Kennebrew, 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:

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.

### PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

#### LEAVE WITHOUT PAY

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

#### PROMOTION, CHANGE IN LOCATION

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.

#### RESIGNATION

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.

## RETIREMENT

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.

## TERMINATION

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

## GIFTS AND GRANTS

### GIFTS

The Board approved each of the following gifts:

- \$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.

GRANTS

The Board approved each of the following grants:

- \$7,125.00 from Culture Works on September 18, 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 September 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>
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		

**Total**

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**3,383,135.07**

**2,727,443.66**

**604,862.71**

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

Ayes: All

Nays: None

#### EXECUTIVE DIRECTOR'S REPORT

The Executive Director and Board of Trustees thanked and acknowledged Janet Grant, Senior Patron Services Assistant for the Wilmington-Stroop Branch Library, who is retiring after more than 50 years of service.

Josh Ashworth, Information and Technology Services Director, shared a presentation detailing the results of the 2023 PLA Technology Survey, including an analysis of how Dayton Metro Library's technology offerings compare to libraries across the country. Mr. Ashworth explained how scope is the largest technical challenge for DML, and other libraries of its size, but expressed appreciation for the growing network of partnerships in the region, which are helping to bridge the technological divide.

The Executive Director introduced and commended Robert Owens, the new Racial Equity Manager.

#### PROPERTY LIABILITY, BLANKET LIABILITY INSURANCE AND CYBERSECURITY COVERAGE

Marc Reynolds and Scott Egbers of Marsh & McLennan Agency reviewed with the Board the proposed 2024-2025 rates for Property, Liability and Blanket insurance and cybersecurity coverage.

## PREMIUM BY COVERAGE

Line of Coverage	Expiring Premium	Renewal Premium
<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>

On a motion by Mr. Williamson, seconded by Mr. Kennebrew, 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 \$253,787.00.

Ayes: All  
Nays: None

### 2024 DENTAL, VISION AND GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Deansai Myers, Director of Human Resources and Organizational Development, provided a review of the proposed 2024 vision, dental, group life and accidental death and dismemberment rates.

- The Executive Director recommended 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.

Superior Dental	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
<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	\$.50
<b>Family</b>	\$12.69	\$10.15	\$2.54	\$1.27

The Executive Director recommended 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.

On a motion by Ms. Woodhull, seconded by Ms. Cardona-Jones, the Board approved the proposed 2025 vision, dental, group life and accidental death and dismemberment 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 2025. The President noted that there is a possibility that the Board may hold a special meeting in August 2025. Unless otherwise noted, Board Meetings will be held in the Board Room of the Main Library. The approved meeting dates for 2025 are as follows:

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



On a motion by Mr. Williamson, seconded by Ms. Geers, the Board approved the above meeting schedule for 2025.

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, November 20, 2024 at 4:00 p.m. in the Community Room of the Miami Township Branch 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 a motion by President Thomas, seconded by Ms. Geers, 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

Ayes: All  
Nays: None

The Board entered Executive Session at 4:43 p.m. and returned to open session at 5:37 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 Mr. Kennebrew, seconded by Ms. Cardona-Jones, the Board adjourned at 5:37 p.m.

Ayes: All  
Nays: None