

DAYTON METRO LIBRARY

REVISED AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 24, 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 December 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 AGREEMENT

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Jacobee Buchanan, Senior Patron Services Assistant, Burkhardt Branch Library, in order to attend Kent State University, School of Information.

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:

Jacobee Buchanan, Senior Patron Services Assistant, Burkhardt Branch Library, for the course “Information Organization”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Research and Assessment in Library and Information Science”, 3.0 credit hours, Kent State University, at a cost of \$2,211.00 for a total of \$4,422.00.

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

-Derrick Martin

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 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>
12/14/2023	PLF	1,783,820.68	1,783,820.68	-	-
Total		1,783,820.68	1,783,820.68	-	-

7. RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND FOR DONATIONS AND FOUNDATION PROCEEDS- ACTION

The Executive Director recommends approval of the following Resolution:

WHEREAS, Ohio Revised Code Section 5705.09 requires a political subdivision of the State of Ohio to create a special fund for each class of revenues derived from a source other than the general property tax; and

WHEREAS, Ohio Revised Code Section 5705.12 empowers a political subdivision of the State of Ohio to create other funds as are desirable via resolution or ordinance, in particular to pay in money derived from specified sources other than the general property tax; and

WHEREAS, Dayton Metro Library will receive donated revenues through various foundations and charitable sources, including the Dayton Metro Library Foundation and Friends of the Dayton Metro Library, to support special programs, purchase fixed assets and advance the mission of the Dayton Metro Library; and

WHEREAS, Funding received from charitable sources and the Foundations will be segregated in project codes to ensure revenues are used for the fundraised purpose; and

WHEREAS, Associated expenses from projects supported by the donated revenues will be segregated in respective project codes; and

WHEREAS, Immediate action is required to create a fund for the proceeds so that projects and programs can commence.

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

Section 1: That a Special Revenue Fund for Donations and Foundation Proceeds is hereby created. The Fiscal Officer is hereby authorized to amend the Chart of Accounts to include a Special Revenue Fund.

Section 2: The Fiscal Officer is hereby authorized to establish and administrate such Special Revenue Fund.

Section 3: That the funds contained in the Special Revenue Fund shall be used only for the fundraised purpose. The Fiscal Officer is hereby authorized to establish project codes to segregate project expenses.

Section 4: That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

8. RESOLUTION ESTABLISHING A CHARITABLE TRUST BANK ACCOUNT AT THE DAYTON FOUNDATION- ACTION

The Executive Director recommends approval of the following resolution:

WHEREAS, Dayton Metro Library is a political subdivision with 501(c)(3) tax-exempt status allowing charitable contributions from individuals, corporations, government agencies and foundations; and

WHEREAS, Funding revenue received from charitable sources shall be processed and deposited in Dayton Metro Library accounts in a timely manner; and

WHEREAS, recognition of donor intent shall be acknowledged through application of received charitable resources toward projects, programs, and facilities as requested in a timely manner.

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

Section 1: That a charitable Trust checking account be established at the Dayton Foundation for the purposes of receiving individual, corporate, foundation and government charitable gifts, and applying these monies to appropriate projects, programs, and facility needs as appropriate and requested.

Section 2: That the funds contained in the Dayton Foundation charitable trust bank account shall be used only for the fundraised purpose.

Section 3: That the Dayton Metro Library Fiscal Officer be authorized to administer such funding.

9. CERTIFICATE OF RESOLUTION FOR AUTHORIZATION TO SIGN AGREEMENTS WITH FIFTH THIRD BANK- ACTION

It is recommended that the Board approve the following banking resolution:

The following individuals are duly authorized representatives of Dayton Metro Library to enter into and execute the applicable agreement(s) and other documents or instructions with Fifth Third Bank, N.A. as may be required from time to time to provide trust, agency, investment management, treasury management, custodial services, qualified retirement plan and/or nonqualified plan services for the Dayton Metro Library. In addition, individuals listed below are duly authorized to appoint other individuals to perform day-to-day duties with respect to Fifth Third Bank, N.A.'s services. This Certificate supersedes any prior resolutions or other documentation with respect to providing authorization to sign agreements with Fifth Third Bank, N.A.

Nolan Thomas, Board President
Jeffrey Trzeciak, Executive Director
Hilary Ross Browning, Fiscal Officer & Director of Finance

10. 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.

11. 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.

Due to budget cuts and to be fiscally responsible, Dayton Metro Library will change to a reimbursement amount up to 65% of all eligible tuition expenses, not to exceed \$75,000 for calendar year 2024.

The Executive Director recommends Board authorization to change to a 65% reimbursement, not to exceed \$75,000, for calendar year 2024.

12. EXECUTIVE DIRECTOR'S REPORT – INFORMATION

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

- Megs Francis, Assistant EDI Director

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

- 2023 Year in Review, Rachel Gut

13. NEW BUSINESS

14. CORRESPONDENCE

Included in the Board packet is a letter from County Auditor Karl Keith thanking the Library for its assistance in hosting and facilitating the 2023 community auditor forums. Library staff was acknowledged and thanked for their dedicated service, and the Library was thanked for serving as a partner.

15. NOMINATING COMMITTEE RATIFICATION- ACTION

During the December 20, 2023 annual Board meeting, the following slate of officers was put forth and elected, contingent upon Mr. Kennebrew's assent:

Nolan Thomas – President
Carl Kennebrew – Vice President
Sara Woodhull – Secretary
David Williamson – Liaison to the Foundation

Though this slate was provisionally approved, it was recommended that this be revisited during the January 2024 Board meeting for official ratification.

It is recommended that the Board ratify the slate as presented above, or elect alternate candidates.

16. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 21, 2024 at 4:00 p.m. in the Community Room at the Huber Heights Branch Library.

17. 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.

18. 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:

Molly Benson, Acquisition Manager, Technical Services, Rebecca Calfe, Floater Manager, Public Services Administration, Brittany Graham, Information Services Librarian, Miamisburg Branch Library, Bradley Kuykendall, Floater Manager, Public Services Administration, Deansai Myers, Human Resources and Organizational Development Director, Human Resources, Jordan Ostrum, LGBTQIA+ Services Specialist, Equity, Diversity and Inclusion, Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, and Camyel Young, Assistant Branch Library Manager, Outreach Services, to attend “PLA Annual Conference” sponsored by PLA 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 D. Brame, Information Services Librarian, Special Collections, to participate in “Graduate Certificate in Digital Storytelling: Intro to Media Production” webinar course series sponsored by Harvard Extension School from January 22, 2024 through May 11, 2024. 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, Jen Kadel, Recruitment and Retention Manager, Human Resources, and Deansai Myers, Human Resources and Organizational Development Director, Human Resources, to attend “OHPELRA Annual Training Conference” sponsored by OHPELRA and held in Columbus, OH from January 29, 2024 through January 30, 2024. It is further recommended that registration in the amount of \$399.00 each, mileage in the amount of \$109.39 each, and lodging in the amount of \$155.00 each be reimbursed by the Board.

Laura Chamberlain, Teen Services Coordinator, Youth Services, to participate in the “Tackling Sex Ed and Menstrual Literacy in the Library” webinar being sponsored by YALSA on February 28, 2024. It is further recommended that registration in the amount of \$63.20 be reimbursed by the Board.

Nathan Forsha, Information Services Assistant, Wilmington-Stroop Branch Library, to participate in the “Embracing a Public Service Mindset to Better Demonstrate Your Library’s Value” webinar sponsored by PLA on February 28, 2024. It is further recommended that registration in the amount of \$47.40 be reimbursed by the Board.

Megs Francis, Equity, Diversity and Inclusion Assistant Director, Equity, Diversity and Inclusion, and Terrie Shouse, Information Services Librarian, Substitute, Kettering-Moraine Branch Library, to participate in the “Youth Mental Health First Aid” webinar sponsored by ADAMHS on January 19, 2024. It is further recommended that registration in the amount of \$23.18 each be reimbursed by the Board.

Melissa Groveman, Information Services Librarian, Kettering-Moraine Branch Library, to attend “PLA Annual Conference” sponsored by PLA in Columbus, OH on April 3, 2024. It is further recommended that registration in the amount of \$347.00, mileage in the

amount of \$93.01, parking in the amount of \$40.00, lodging in the amount of \$395.66 and meals in the amount of \$120.00 be reimbursed by the Board.

Liz Hale, Homework Help Manager, Youth Services, to attend “Ohio Afterschool Network Statewide Annual Conference” sponsored by Ohio Afterschool Network in Westerville OH from February 22 through February 23, 2024. It is further recommended that registration in the amount of \$365.00 and mileage in the amount of \$159.82 be reimbursed by the Board.

Andrew Hiatt, Assistant Branch Library Manager, Vandalia Branch Library, and Jon Metcalf, Information Services Assistant, New Lebanon Branch Library, to participate in the “Adopting Artificial Intelligence in Libraries” webinar sponsored by Library Journal and SLJ from March 5, 2024 through March 19, 2024. It is further recommended that registration in the amount of \$262.44 each 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 the “Safety Summit: Continuing the Conversation” webinar being sponsored by LJ & SLJ on February 8, 2024. It is further recommended that registration in the amount of \$237.00 each be reimbursed by the Board.

Jordan Ostrum, LGBTIA+ Services Specialist, Equity, Diversity and Inclusion, to attend the “Queer History South Conference” sponsored by Invisible Histories Project in Charlotte, NC from February 23, 2024 through February, 24, 2024. It is further recommended that registration in the amount of \$188.58, airfare in the amount of \$596.04, ground transportation in the amount of \$50.40, parking in the amount of \$40.00, lodging in the amount of \$618.20, and meals in the amount of \$120.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Brandy Dangerfield, Patron Services Assistant, Substitute, Grade Sub05, West Branch Library, effective December 17, 2023 at the rate of \$12.16 per hour.

Maia Grandy, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 31, 2023 at the rate of \$14.62 per hour.

Shane Hall, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 14, 2024 at the rate of \$19.00 per hour.

Sara Hardin, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective January 14, 2024 at the rate of \$19.57 per hour.

Matt Lamm, Facilities Technician, full-time, Grade 09, Facilities, effective December 17, 2023 at the rate of \$19.69 per hour.

Natalie Rickman, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 17, 2023 at the rate of \$14.06 per hour.

Caillen Smith, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 31, 2023 at the rate of \$14.62 per hour.

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

Jennifer Kadel, Recruitment and Retention Manager, full-time, Grade S08, Human Resources, from Recruitment and Retention Manager, full-time, Grade S07, Human Resources, effective December 31, 2023 at the rate of \$43.8439.

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

Westly Davis, Interim Accounting Manager, full-time, Grade S08, Finance, from Accountant, full-time, Grade 11, Finance, effective December 31, 2023 at the rate of \$30.3380 per hour.

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

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective December 29, 2023 for 24 hours for vacation.

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective February 23, 2024 for 24 hours for vacation.

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective June 5, 2024 for 64 hours for vacation.

Jordan Ostrum, LGBTQIA+ Services Specialist, Equity Diversity and Inclusion, effective December 25, 2023 for 56 hours for vacation.

Katie Sumner, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective December 8, 2023 for 39.33 hours for illness.

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

Katherine Mullins, Information Services Librarian, Substitute, Grade Sub11, Kettering-Moraine Branch Library, from Information Services Assistant, Substitute, Grade Sub08, Kettering-Moraine Branch Library, effective December 31, 2023 at the rate of \$19.57 per hour.

Lori Rotterman, Information Services Librarian (Genealogy Emphasis), full-time, Grade 11, Special Collections, from Information Services Assistant, full-time, Grade 08, Special Collections, effective December 31, 2023 at the rate of \$23.34 per hour.

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

Erin Winchester, Staff Development Manager, full-time, Grade S07, Human Resources, from Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective January 28, 2024 at the rate of \$26.6592 per hour.

It is recommended that the following **Rehire as Substitute** be accepted:

Jennifer McConkey, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective January 14, 2024 at the rate of \$14.79 per hour.

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

Elizabeth Barrington, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 2, 2024.

Jay Eckley, Accounting Manager, full-time, Grade S08, Finance, effective December 21, 2023.

Jesse Lawhead, Information Services Librarian, Substitute, Grade Sub11, Electra C. Doren Branch Library, effective August 13, 2023.

Jennifer McConkey, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Miami Township Branch Library, effective January 13, 2024.

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

Lark Heit, Patron Services Assistant, full-time, Grade 05, Brookville Branch Library, effective January 31, 2024 after more than 25 years of service.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective January 31, 2024.

E. **GIFTS AND GRANTS**

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

- \$500.00 from Angelina Grosso on December 21, 2023.
- \$10.00 from Anthony Chambers on December 23, 2023.
- \$75.00 from Morgan Seymour on December 23, 2023.
- \$100.00 from Sherrie Kossoudji on December 25, 2023.
- \$40.00 from Rob Hardy on December 27, 2023.
- \$25.00 from Linda Ketchum on December 29, 2023.
- \$100.00 from Debra Briganti on December 31, 2023.
- \$300.00 from Amy Leigh on December 31, 2023.
- \$280.00 from Jeffrey Trzeciak on January 4, 2024.
- \$35.00 from Rob Hardy on January 13, 2024.

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

- \$500.00 from California Library Association on December 18, 2023.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 24, 2024, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Carl Kennebrew,
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. Kennebrew, seconded by Ms. Woodhull, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Isom, seconded by Mr. Williamson, the minutes of the Board meeting of December 20, 2023 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:

Molly Benson, Acquisition Manager, Technical Services, Rebecca Calfe, Floater Manager, Public Services Administration, Brittany Graham, Information Services Librarian, Miamisburg Branch Library, Bradley Kuykendall, Floater Manager, Public Services Administration, Deansai Myers, Human Resources and Organizational Development Director, Human Resources, Jordan Ostrum, LGBTQIA+ Services Specialist, Equity, Diversity and Inclusion, Darryn Reams, Teen Services Librarian, Burkhardt Branch Library, and Camyel Young, Assistant Branch Library Manager, Outreach Services, to attend “PLA Annual Conference” sponsored by PLA 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.

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PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Brandy Dangerfield, Patron Services Assistant, Substitute, Grade Sub05, West Branch Library, effective December 17, 2023 at the rate of \$12.16 per hour.

Maia Grandy, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 31, 2023 at the rate of \$14.62 per hour.

Shane Hall, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 14, 2024 at the rate of \$19.00 per hour.

Sara Hardin, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective January 14, 2024 at the rate of \$19.57 per hour.

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Natalie Rickman, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 17, 2023 at the rate of \$14.06 per hour.

Caillen Smith, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective December 31, 2023 at the rate of \$14.62 per hour.

HAY RECLASSIFICATION

Jennifer Kadel, Recruitment and Retention Manager, full-time, Grade S08, Human Resources, from Recruitment and Retention Manager, full-time, Grade S07, Human Resources, effective December 31, 2023 at the rate of \$43.8439.

INTERIM CHANGE IN POSITION

Westly Davis, Interim Accounting Manager, full-time, Grade S08, Finance, from Accountant, full-time, Grade 11, Finance, effective December 31, 2023 at the rate of \$30.3380 per hour.

LEAVE WITHOUT PAY

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective December 29, 2023 for 24 hours for vacation.

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective February 23, 2024 for 24 hours for vacation.

Cassidy Kylin, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective June 5, 2024 for 64 hours for vacation.

Jordan Ostrum, LGBTQIA+ Services Specialist, Equity Diversity and Inclusion, effective December 25, 2023 for 56 hours for vacation.

Katie Sumner, Information Services Assistant, full-time, Grade 08, Electra C. Doren Branch Library, effective December 8, 2023 for 39.33 hours for illness.

PROMOTION

Katherine Mullins, Information Services Librarian, Substitute, Grade Sub11, Kettering-Moraine Branch Library, from Information Services Assistant, Substitute, Grade Sub08, Kettering-Moraine Branch Library, effective December 31, 2023 at the rate of \$19.57 per hour.

Lori Rotterman, Information Services Librarian (Genealogy Emphasis), full-time, Grade 11, Special Collections, from Information Services Assistant, full-time, Grade 08, Special Collections, effective December 31, 2023 at the rate of \$23.34 per hour.

PROMOTION, CHANGE IN LOCATION

Erin Winchester, Staff Development Manager, full-time, Grade S07, Human Resources, from Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective January 28, 2024 at the rate of \$26.6592 per hour.

REHIRE AS SUBSTITUTE

Jennifer McConkey, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective January 14, 2024 at the rate of \$14.79 per hour.

RESIGNATION

Elizabeth Barrington, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 2, 2024.

Jay Eckley, Accounting Manager, full-time, Grade S08, Finance, effective December 21, 2023.

Jesse Lawhead, Information Services Librarian, Substitute, Grade Sub11, Electra C. Doren Branch Library, effective August 13, 2023.

Jennifer McConkey, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Miami Township Branch Library, effective January 13, 2024.

RETIREMENT

Lark Heit, Patron Services Assistant, full-time, Grade 05, Brookville Branch Library, effective January 31, 2024 after more than 25 years of service.

Carol Mitchell, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective January 31, 2024.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Jacobee Buchanan, Senior Patron Services Assistant, Burkhardt Branch Library, in order to attend Kent State University, School of Information.

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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:

Jacobee Buchanan, Senior Patron Services Assistant, Burkhardt Branch Library, for the course “Information Organization”, Kent State University, 3.0 credit hours, at a cost of \$2,211.00, and the course “Research and Assessment in Library and Information Science”, 3.0 credit hours, Kent State University, at a cost of \$2,211.00 for a total of \$4,422.00.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

- \$500.00 from Angelina Grosso on December 21, 2023.
- \$10.00 from Anthony Chambers on December 23, 2023.
- \$75.00 from Morgan Seymour on December 23, 2023.
- \$100.00 from Sherrie Kossoudji on December 25, 2023.
- \$40.00 from Rob Hardy on December 27, 2023.
- \$25.00 from Linda Ketchum on December 29, 2023.
- \$100.00 from Debra Briganti on December 31, 2023.
- \$300.00 from Amy Leigh on December 31, 2023.
- \$280.00 from Jeffrey Trzeciak on January 4, 2024.
- \$35.00 from Rob Hardy on January 13, 2024.

GRANTS

The Board approved each of the following grants:

- \$500.00 from California Library Association on December 18, 2023.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the general public.
Mr. Derrick Martin had registered to comment, but he elected to meet with the Executive Director instead.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for December 2023 were included in the Board folder. Hilary Ross Browning, Fiscal Officer, gave a review of the Financials. She began with a detailed review of the Library’s net position as of the end of the 2023 fiscal year.

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>

12/14/2023	PLF	1,783,820.68	1,783,820.68	-
Total		1,783,820.68	1,783,820.68	-

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

Ayes: All
Nays: None

RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND FOR DONATIONS AND FOUNDATION PROCEEDS

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board approved the following resolution:

WHEREAS, Ohio Revised Code Section 5705.09 requires a political subdivision of the State of Ohio to create a special fund for each class of revenues derived from a source other than the general property tax; and

WHEREAS, Ohio Revised Code Section 5705.12 empowers a political subdivision of the State of Ohio to create other funds as are desirable via resolution or ordinance, in particular to pay in money derived from specified sources other than the general property tax; and

WHEREAS, Dayton Metro Library will receive donated revenues through various foundations and charitable sources, including the Dayton Metro Library Foundation and Friends of the Dayton Metro Library, to support special programs, purchase fixed assets and advance the mission of the Dayton Metro Library; and

WHEREAS, Funding received from charitable sources and the Foundations will be segregated in project codes to ensure revenues are used for the fundraised purpose; and

WHEREAS, Associated expenses from projects supported by the donated revenues will be segregated in respective project codes; and

WHEREAS, Immediate action is required to create a fund for the proceeds so that projects and programs can commence.

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

Section 1: That a Special Revenue Fund for Donations and Foundation Proceeds is hereby created. The Fiscal Officer is hereby authorized to amend the Chart of Accounts to include a Special Revenue Fund.

Section 2: The Fiscal Officer is hereby authorized to establish and administrate such Special Revenue Fund.

Section 3: That the funds contained in the Special Revenue Fund shall be used only for the fundraised purpose. The Fiscal Officer is hereby authorized to establish project codes to segregate project expenses.

Section 4: That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Ayes: All
Nays: None

RESOLUTION ESTABLISHING A CHARITABLE TRUST BANK ACCOUNT AT THE DAYTON FOUNDATION

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Board approved the following resolution:

WHEREAS, Dayton Metro Library is a political subdivision with 501(c)(3) tax-exempt status allowing charitable contributions from individuals, corporations, government agencies and foundations; and

WHEREAS, Funding revenue received from charitable sources shall be processed and deposited in Dayton Metro Library accounts in a timely manner; and

WHEREAS, recognition of donor intent shall be acknowledged through application of received charitable resources toward projects, programs, and facilities as requested in a timely manner.

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

Section 1: That a charitable Trust checking account be established at the Dayton Foundation for the purposes of receiving individual, corporate, foundation and government charitable gifts, and applying these monies to appropriate projects, programs, and facility needs as appropriate and requested.

Section 2: That the funds contained in the Dayton Foundation charitable trust bank account shall be used only for the fundraised purpose.

Section 3: That the Dayton Metro Library Fiscal Officer be authorized to administer such funding.

Ayes: All
Nays: None

CERTIFICATE OF RESOLUTION FOR AUTHORIZATION TO SIGN AGREEMENTS WITH FIFTH THIRD BANK

On a motion by Mr. Williamson, seconded by Mr. Kennebrew, the Board approved the following banking resolution:

The following individuals are duly authorized representatives of Dayton Metro Library to enter into and execute the applicable agreement(s) and other documents or instructions with Fifth Third Bank, N.A. as may be required from time to time to provide trust, agency, investment management, treasury management, custodial services, qualified retirement plan and/or nonqualified plan services for the Dayton Metro Library. In addition, individuals listed below are duly authorized to appoint other individuals to perform day-to-day duties with respect to Fifth Third Bank, N.A.'s services. This Certificate supersedes any prior resolutions or other documentation with respect to providing authorization to sign agreements with Fifth Third Bank, N.A.

Nolan Thomas, Board President
Jeffrey Trzeciak, Executive Director
Hilary Ross Browning, Fiscal Officer & Director of Finance

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.

Ms. Isom inquired why this donation was being made, and the Executive Director explained that this annual donation has been made since the library and museum separated, and this is a continuation of this policy. Per the Board's request, there has been a recent stipulation that these donated funds be used to support digitization of the collections which were inherited by the Boonshoft as part of the 1955 separation, in order to make those materials more accessible to the public.

On a motion by Mr. Williamson, seconded by Ms. Isom, 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.

Due to budget cuts and to be fiscally responsible, Dayton Metro Library will change to a reimbursement amount up to 65% of all eligible tuition expenses, not to exceed \$75,000 for calendar year 2024. The Library may elect to revisit this decision in future years.

The Executive Director recommended and on a motion by Mr. Williamson, seconded by Ms. Isom, the Board approved a change to a 65% reimbursement, not to exceed \$75,000, for calendar year 2024.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director thanked and recognized Heather McClure, Safety and Protective Services Manager, for her efforts in ensuring the safety and protection of patrons and staff within the Library. She has worked to establish relationships with Dayton Police and Dayton Public Schools, as well as other local organizations, to establish innovative and evolving strategies and partnerships.

The Executive Director also introduced Megs Francis, the new Assistant Director of Equity, Diversity and Inclusion.

Deputy Executive Director Rachel Gut shared a presentation summarizing the Library's Victories and Successes in 2023.

NEW BUSINESS

President Thomas provided an update on the appointment process for the Board vacancies. The County Commissioners have appointed Kelly Geers to serve as a Library Trustee. She anticipates joining the Board for the March 20, 2024 meeting.

The judges have interviewed each of the four candidates recommended by the Board, and each have been approved for final consideration. A final appointment decision is expected in mid-February.

CORRESPONDENCE

Included in the Board packet was a letter from County Auditor Karl Keith thanking the Library for its assistance in hosting and facilitating the 2023 community auditor forums. Library staff was acknowledged and thanked for their dedicated service, and the Library was thanked for serving as a partner.

The Executive Director told the Board that he had recently met with Karl Keith, and a 2024 edition of these forums will be hosted in library locations across the system in February and March.

NOMINATING COMMITTEE RATIFICATION

During the December 20, 2023 annual Board meeting, the following slate of officers was put forth and provisionally elected, contingent upon Mr. Kennebrew's assent:

Nolan Thomas – President
Carl Kennebrew – Vice President
Sara Woodhull – Secretary
David Williamson – Liaison to the Foundation

Though this slate was provisionally approved, it was recommended that this be revisited during the January 2024 Board meeting for official ratification.

Speaking on behalf of the nominating committee, Mr. Williamson recommended a new slate be elected, as Mr. Kennebrew did not feel his schedule would allow him to serve the role as fully as he would like. The Executive Director thanked Mr. Kennebrew for his dedication to the Board.

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board withdrew the provisional slate that was put forth by the Board and provisionally approved during the December 20, 2023 annual meeting.

Ayes: All
Nays: None

On a motion by Mr. Williamson, seconded by Mr. Kennebrew, the following slate was put forth for consideration, and elected by acclamation.

Nolan Thomas- President
Sara Woodhull- Vice President
Shannon Isom- Secretary
David Williamson- Liaison to the Foundation

Ayes: All
Nays: None

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, February 21, 2024 at 4:00 p.m. in the Community Room at the Huber Heights 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. Williamson, seconded by Ms. Woodhull, the Board went into Executive Session. A roll call vote was taken as follows:

Mr. Thomas, Aye
Mr. Kennebrew, Aye
Mr. Williamson, Aye
Ms. Woodhull, Aye
Ms. Isom, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 4:53 p.m. and returned to open session at 5:39 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. Williamson, seconded by Mr. Kennebrew, the Board adjourned at 5:40 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 21, 2024, 4:00 p.m.

1. OATH OF OFFICE

The Oath of Office will be administered to Myla Cardona-Jones by Gil Rutledge, Notary Public.

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 January 24, 2024 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. GIFTS AND GRANTS

It is recommended that the Board approve the Gifts and Grants as listed at the end of the Agenda.

6. COMMENTS FROM THE GENERAL PUBLIC

- Richelle Frabotta
- Sandra and Danny Kalenberg
- Kevin Larger

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 Report for January 2024 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>
1/12/2024	PLF	\$1,451,689.78	\$1,451,689.78	-	
1/17/2024	RE Tax Receipts	\$1,181,711.51	\$622,112.02	\$559,599.49	Debt Service
1/26/2024	RE Tax Receipts	\$127,016.76	\$68,729.46	\$58,287.30	Debt Service
Total		\$2,760,418.05	\$2,142,531.26	\$617,886.79	

8. BANKING SERVICES RESOLUTION- ACTION

The Executive Director recommends the Board approve the following Banking Services Resolution for Deposit Accounts and Other Treasury Management Services with Fifth Third Bank:

WHEREAS, the Dayton Metro Library is required to maintain depositor accounts with eligible institutions pursuant to Ohio Revised Code Section 135.03; and

WHEREAS, the Board of Trustees wishes to continue its banking and investing relationship with Fifth Third Bank.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES THAT:

Section 1: Effective as of the date of execution, The Executive Director, Jeffrey Trzeciak, and the Fiscal Officer, Hilary Ross Browning, are duly authorized representatives of the Dayton Metro Library. Their names are reflected on the Signature Page of this Resolution and hold the titles set forth opposite their respective names. They are authorized to act on behalf of the Dayton Metro Library, as an “Authorized Person” in transactions with Fifth Third Bank, National Association, or an affiliate of Fifth Third Bancorp (collectively, “Bank”), with the authority detailed in the Banking Services Resolution

Section 2: The Board of Trustees adopts in full the Banking Services Resolution put forth by Fifth Third Bank; and

Section 3: The Fiscal Officer is authorized to execute the Banking Services Resolution put forth by Fifth Third Bank after passage of this Resolution.

9. ENERGY AGGREGATION RESOLUTION- ACTION

The Executive Director recommends the Board approve the Energy Aggregation Resolution as included in the Board Packet.

A RESOLUTION AUTHORIZING THE DAYTON METRO LIBRARY TO JOIN THE SOUTHEAST OHIO PUBLIC ENERGY (DBA SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL); AUTHORIZING THE EXECUTION AND DELIVERY OF THE AGREEMENT ESTABLISHING SOPEC; APPROVING THE BYLAWS OF SOPEC; AND AUTHORIZING THE EXECUTION AND DELIVERY OF THE SOPEC ELECTRIC ACCOUNT PROGRAM AGREEMENT AND ELECTRIC SERVICE AGREEMENT(S).

WHEREAS, the Board of Trustees of the Dayton Metro Library wishes to join the Southeast Ohio Public Energy Council (DBA Sustainable Ohio Public Energy Council)(“SOPEC”), by which the Dayton Metro Library will be able to act jointly with

other member political subdivisions and thereby maximize the potential benefit of electricity procurement through group purchasing efforts, and other benefits of membership.

NOW, THEREFORE, RESOLVED BY THE BOARD OF TRUSTEES THAT:

SECTION 1. The Board of Trustees finds and determines that it is in the best interest of the Dayton Metro Library to join SOPEC, and approves the SOPEC Bylaws, for the purpose of participating in the SOPEC electric account program and other benefits of membership.

SECTION 2. The Executive Director and/or the Fiscal Officer is hereby authorized and directed to execute and deliver the Agreement Establishing the Sustainable Ohio Public Energy Council (the “SOPEC Agreement”) and the SOPEC Electric Account Program Agreement (the “Program Agreement”). The SOPEC Agreement and the Program Agreement shall be substantially in the forms presented to this Board of Trustees.

SECTION 3. The Fiscal Officer is hereby authorized to execute electric service agreement(s) with retail electric supplier(s) selected through a competitive procurement managed by SOPEC in a form approved by the Dayton Metro Library’s legal counsel for the Dayton Metro Library’s electric accounts enrolled in the SOPEC Electric Account Program.

SECTION 4. The Board of Trustees finds and determines that all formal actions of this Board of Trustees concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board of Trustees and that all deliberations of this Board of Trustees and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

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

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

- Heather McClure, Safety and Protective Services Director

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

- Staff Surveys

11. **MOU WITH THE FOUNDATION- ACTION**

The Executive Director recommends the Board approve the following Memorandum of Understanding with the Dayton Metro Library Foundation.

Memorandum of Understanding Between

Dayton Metro Library Foundation and Dayton Metro library Board of Trustees

THIS MEMORANDUM OF UNDERSTANDING (the Agreement) is made and entered into this 21st day of February 2024 by and between the BOARD OF TRUSTEES OF THE DAYTON METRO LIBRARY (“the Library”) and the DAYTON METRO LIBRARY FOUNDATION BOARD OF DIRECTORS (“the Foundation”), an Ohio based non-profit corporation exempt from taxation pursuant to Internal Revenue Code section 501(c)3, both parties of Dayton, Ohio.

Both parties agree this Memorandum of Understanding (MOU) Is created to ensure a positive and productive working relationship between the Library and its supporting Foundation and to develop guidelines to align priorities, ensuring open communication, reporting and the adherence to all applicable local, state, and federal laws.

Recitals

- A. Whereas the Dayton Metro Library Foundation was established in 2014 as a certified 501 (c) (3) organization with a mission to enhance and expand the Dayton Metro Library's excellence; and
- B. Whereas the Foundation provides financial support through its annual appeal and other fundraising events for the benefit of the Library and its associated PAC, Citizens for Good Libraries; and
- C. Whereas this funding supports library collections, services, programs, and facilities. Now, therefore, the Library and the Foundation enter into this MOU to clearly articulate roles, responsibilities and expectations of the Foundation and to clarify services offered by the Library in support of these efforts.

Purpose

This MOU emphasizes a relationship where the Foundation prioritizes:

- 1. Alignment with the Library’s vision and priorities.
- 2. Acting as ambassadors for the Library’s value and impact.
- 3. Connecting potential donors to the Library.
- 4. Educating about the impact of philanthropy.

To provide additional clarity, the library outlines key elements of our relationship with the DMLF.

Library Roles and Responsibilities

The Library Development Office will focus library efforts on the following:

- corporate/institutional giving;
- individual giving/major gifts including restricted, unrestricted and endowment gifts; and
- planned giving.

To this end, the Library will,

A. Communicate our vision, mission, strategic plan, funding needs and annual priorities.

Annually, the Library will communicate our fundraising targets, goals, priorities and

funding levels, based on funding needs and our strategic plan.

a. January - Annual funding priorities will be communicated to the Foundation at the start of each calendar year at their January Foundation Board Meeting.

b. February – Library Administration will meet with the Foundation Advancement Committee.

i. Based on funding priorities and the Library’s own development activities and targets, the Library will present a fundraising target for the Foundation for the current year.

ii. The Library will also provide suggested strategies for reaching the target which will include the appeals and other activities as identified for the year.

iii. The Advancement Committee will select a funding priority from the list provided by the Library and will coordinate all activities with the Library’s Development Department.

c. March – The Advancement Committee will present the target, priority and strategies for approval to the Foundation Board at the March meeting for approval.

B. Create and share a case statement. The Library will create a 1–2-page Case Statement

which will be utilized by Library leaders and volunteer ambassadors to inspire philanthropic investments in library projects, programs and mission.

C. Establish an annual calendar of events. Library Development staff will establish an annual list of events which clearly identifies opportunities for Foundation participation. These events include but are not limited to

- a. Donor appreciation events
- b. Direct Mail appeal letters
- c. Annual report distribution
- d. Stewardship emails

D. Develop a marketing and communications plan. Library Development staff will provide a marketing and communications plan which will be used by the Foundation in any fundraising activities.

E. Acknowledge any support provided by the Foundation. The Library Development staff will acknowledge any Foundation support of the Library in publicity and promotional materials.

F. Space: The Library will:

- a. Provide space on the Library website for content provided by the Foundation or link to the Foundation's website from the Library's homepage.
- b. Provide meeting rooms available to the Foundation in accordance with the Library Meeting Room Policy.

Staff Support: The Library will provide support as available, to be determined by the Library, for Foundation activities. The Library’s External Relations and Development Director will serve as a staff liaison to the Foundation and attend all meetings of the Foundation Board as Ex-Officio.

Foundation responsibilities

Based on the Library’s goals in consultation with Library staff the Foundation will:

- develop and execute bi-annual appeals;
- participate in all identified Library fund-raising activities;
- promote library programs, services and collections; and
- advocate on behalf of the library.

To this end, the Foundation will:

A. Foundation Board of Directors. In compliance with its bylaws, the Foundation will recruit sufficient Board members to conduct its activities and to fulfill the organization's mission.

B. Personnel. The Foundation will pay 5% of the Development Associate's annual compensation. The Associate's responsibilities shall include facilitating ongoing communications between the Library and the Foundation, attending meetings and programs, providing fundraising support as needed; and assisting with the planning, executing and evaluating all the Foundation's fundraising activities, not to exceed 5% of their time.

C. Coordinate with the Library in planning any events that take place in support of the Library.

D. Charges to Foundation. The Foundation will be responsible for operating expenses relating to Foundation fundraising activities, including but not limited to printing, catering, donor development and management fees, event expenses, postage, etc.

E. Advocacy and Support. The Foundation will support the goals and objectives of the Library's mission and strategic plan, as well as the vision, priorities, and policies set forth by the Board of Trustees. Foundation members will be informed advocates for the Library.

F. Compliance with Legal and Regulatory Requirements. The Foundation will engage in an annual financial audit utilizing the audit firm that provides service to the Library to avoid duplication of audit services. The Foundation will maintain insurance coverage including Directors and Officers liability. The Foundation board of directors will prepare necessary government reports at its own expense, including IRS Form 990, and comply with the Foundation's articles of organization/incorporation, bylaws, and applicable federal and state laws and regulations, including those of the State Corporation Commission.

G. Acknowledge that the Library Administration has the sole authority to determine whether to accept or decline any and all gifts or donations to the Library.

H. Manage and maintain all financial records. The Foundation will provide the Library with a monthly statement to the Development Director on the first of the month that includes all income and expenditures. Income will include all gifts including full donor information and donation amount. The Foundation is responsible for hiring a CPA to manage their finances.

Process for Collaboration.

The Library and the Foundation will work to develop and maintain an ongoing collaborative relationship, and together actively seek out opportunities to support and build awareness of the Library and the Foundation in the community.

A. The Library and the Foundation will engage in an ongoing dialogue to facilitate communication and collaboration.

B. A representative of the Library Trustees and the Library Director (or designate) will serve as non-voting ex-officio members of the Foundation board of directors and may attend meetings and provide updates. The Library Director (or designate) will serve as the liaison to the executive committee and may choose to assign a library liaison to serve on each of the Foundation's committees.

C. The Library Director (or designate) will provide periodic presentations and information sessions to the Foundation.

D. The Library retains full legal authority to pursue its own fundraising opportunities, fundraising partnerships, grants, and gifts that benefit the Library's mission, priorities, and goals, in addition to those priorities and gifts that are met by Foundation funding.

9.0 Funding requests. Any Funding request for Foundation funds by the Library shall be presented in writing by the Development Director to the Foundation at their regular meeting. Upon approval of request the Foundation will issue a check within 10 days.

VI. COMMUNICATION

1.0 The Foundation is responsible for maintaining and sharing all meeting minutes and agendas.

2.0 The Foundation President (or designee) will attend Library Board of Trustee meetings and may make comments according to the guidelines established governing public comments.

3.0 The Library Board of Trustees will assign one Trustee to serve one-year terms as a liaison to the Foundation Board of Directors.

4.0 The Library Board of Trustees will share all meeting minutes.

5.0 The Library and the Foundation will review this MOU at least annually, or as needed. Either party may request revisions and clarifications in writing.

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, March 20, 2024 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:

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “Inclusive Lineages Program” sponsored by Ohio Genealogical Society and held in Bellville, OH on March 29, 2024. It is further recommended that registration in the amount of \$25.00, mileage in the amount of \$171.52, and meals in the amount of \$60.00 be reimbursed by the Board.

Alyssa Childs, Children Services Librarian, Miamisburg Branch Library and Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, to attend “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, meals in the amount of \$120.00 each be reimbursed by the Board.

Shane Hall, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/First Aid” training sponsored by the American Red Cross and held in the Main Library on January 31, 2024. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Holly Litfin, Children Services Librarian, Main Youth Services, to attend the “Power Up 2024 Leadership Conference,” being sponsored by University of Wisconsin and held in Madison, WI from March 21, 2024 through March 22, 2024. It is further recommended that registration in the amount of \$325.00, mileage in the amount of \$593.62, lodging in the amount of \$440.75, and meals in the amount of \$120.00 be reimbursed by the Board.

Lori Rotterman, Information Services Librarian, Special Collections, to attend “OGS Librarian Day,” being sponsored by Ohio Genealogical Society and held in Bellville, OH on March 29, 2024. It is further recommended that registration in the amount of \$25.00 and meals in the amount of \$60.00 be reimbursed by the Board.

Lori Rotterman, Information Services Librarian, Special Collections, to participate in “NGS Family History Conference” webinar sponsored by National Genealogical Society from March 16, 2024 through March 18, 2024. It is further recommended that registration in the amount of \$225.00 be reimbursed by the Board.

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, to attend the “IUG 2024” conference sponsored by Innovative Users Group and Innovative Interfaces, Inc. in Detroit MI from March 25, 2024 through March 27, 2024. It is further recommended that registration in the amount of \$425.00, mileage in the amount of \$275.10, parking in the amount of \$108.00, lodging in the amount of \$989.46, and meals in the amount of \$120.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Cassie Buckingham, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 28, 2024 at the rate of \$19.00 per hour.

Lisa Coyle, Patron Services Assistant, Substitute, Grade Sub05, Miami Township Branch Library, effective February 11, 2024 at the rate of \$12.65 per hour.

Jennifer Geraghty, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 28, 2024 at the rate of \$14.62 per hour.

Jack Pacheco, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 28, 2024 at the rate of \$14.62 per hour.

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

Westly Davis, Accounting Manager, full-time, Grade S08, Finance, from Interim Accounting Manager, full-time, Grade S08, Finance, effective January 28, 2024 at the rate of \$33.1731 per hour.

Heather McClure, Safety and Protective Services Director, full-time, Grade S09, Safety and Protective Services, from Safety and Protective Services Manager, full-time, Grade S09, Safety and Protective Services, effective January 28, 2024 at the rate of \$36.1212 per hour.

It is recommended that the following **Change in Grade, Change in Hours, Change in Benefit Eligibility Status** be accepted:

Nawal Ciaramitaro, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, from Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective February 11, 2024 at the rate of \$14.79 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 January 17, 2024 for 18.01 hours for illness.

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 20, 2023 for 4.75 hours for injury.

Julian Peasant III, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 11, 2024 for 120 hours for illness.

Ann Riegle Crichton, Community Development Manager, full-time, Grade S07, Community Development, effective January 4, 2024 for 88 hours for personal reasons.

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

Brittany Mikolajewski, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Vandalia Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective February 11, 2024 at the rate of \$18.61 per hour.

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

Ana Long, Acquisitions Clerk, Substitute, Grade Sub05, Collection Development, from Library Aide, Kettering-Moraine Branch Library, effective February 11, 2024 at the rate of \$12.65 per hour.

It is recommended that the following **Rehire as Substitute** be accepted:

Aaron Oates, Information Services Librarian, Substitute, Grade Sub11, Special Collections, effective February 25, 2024 at the rate of \$19.57 per hour.

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

Margaret Castillo, Children Services Librarian, full-time, Grade 11, Southeast Branch Library, effective February 2, 2024.

Jacob Crosen, Children Services Librarian, full-time, Grade 11, Main Youth Services, effective February 23, 2024.

Alexis Mays, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 8, 2023.

Davneet Wadhwa, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 27, 2023.

Huahua Zhu, Information Services Librarian, Substitute, Grade Sub11, Miami Township Branch Library, effective September 14, 2023.

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

Jayne Klose, Community Engagement Manager, 3/5-time, Grade S08, Executive Administration, effective February 29, 2024, after 10 years of service.

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

Ryann Pope, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective February 6, 2024 at the rate of \$18.80 per hour.

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

Stefano Tozzi, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective January 16, 2024.

C. GIFTS AND GRANTS

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

\$50.00 from Sheri Olmstead on January 22, 2024.

\$10.00 from Anthony Chambers on January 23, 2024.

\$250.00 from Melinda Eaton on January 24, 2024.

\$100.00 from Angelina Grosso on January 27, 2024.

\$10.00 from Yvette Kelly-Fields on February 1, 2024.

\$280.00 from Jeffrey Trzeciak on February 4, 2024.

\$25.00 from Angela Stevens on February 7, 2024.

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

Dayton Metro Library has not received any Grants since the January 2024 meeting.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, February 21, 2024, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Myla Cardona-Jones,
Shannon Isom (in at 4:07)

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Hilary Ross Browning

CALL TO ORDER

The President called the meeting to order at 4:05 p.m.

OATH OF OFFICE

The Oath of Office was administered to Myla Cardona-Jones by Gil Rutledge, Notary Public.

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. Woodhull, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the minutes of the Board meeting of January 24, 2024 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:

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “Inclusive Lineages Program” sponsored by Ohio Genealogical Society and held in Bellville, OH on March 29, 2024. It is further recommended that registration in the amount of \$25.00, mileage in the amount of \$171.52, and meals in the amount of \$60.00 be reimbursed by the Board.

Alyssa Childs, Children Services Librarian, Miamisburg Branch Library and Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, to attend “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, meals in the amount of \$120.00 each be reimbursed by the Board.

Shane Hall, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/First Aid” training sponsored by the American Red Cross and held in the Main Library on January 31, 2024. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Holly Litfin, Children Services Librarian, Main Youth Services, to attend the “Power Up 2024 Leadership Conference,” being sponsored by University of Wisconsin and held in Madison, WI from March 21, 2024 through March 22, 2024. It is further recommended that registration in the amount of \$325.00, mileage in the amount of \$593.62, lodging in the amount of \$440.75, and meals in the amount of \$120.00 be reimbursed by the Board.

Lori Rotterman, Information Services Librarian, Special Collections, to attend “OGS Librarian Day,” being sponsored by Ohio Genealogical Society and held in Bellville, OH on March 29, 2024. It is further recommended that registration in the amount of \$25.00 and meals in the amount of \$60.00 be reimbursed by the Board.

Lori Rotterman, Information Services Librarian, Special Collections, to participate in “NGS Family History Conference” webinar sponsored by National Genealogical Society from March 16, 2024 through March 18, 2024. It is further recommended that registration in the amount of \$225.00 be reimbursed by the Board.

Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, to attend the “IUG 2024” conference sponsored by Innovative Users Group and Innovative Interfaces, Inc. in Detroit MI from March 25, 2024 through March 27, 2024. It is further recommended that registration in the amount of \$425.00, mileage in the amount of \$275.10, parking in the amount of \$108.00, lodging in the amount of \$989.46, and meals in the amount of \$120.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Cassie Buckingham, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 28, 2024 at the rate of \$19.00 per hour.

Lisa Coyle, Patron Services Assistant, Substitute, Grade Sub05, Miami Township Branch Library, effective February 11, 2024 at the rate of \$12.65 per hour.

Jennifer Geraghty, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 28, 2024 at the rate of \$14.62 per hour.

Jack Pacheco, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective January 28, 2024 at the rate of \$14.62 per hour.

CHANGE IN TITLE

Westly Davis, Accounting Manager, full-time, Grade S08, Finance, from Interim Accounting Manager, full-time, Grade S08, Finance, effective January 28, 2024 at the rate of \$33.1731 per hour.

Heather McClure, Safety and Protective Services Director, full-time, Grade S09, Safety and Protective Services, from Safety and Protective Services Manager, full-time, Grade S09, Safety and Protective Services, effective January 28, 2024 at the rate of \$36.1212 per hour.

CHANGE IN GRADE, CHANGE IN HOURS, CHANGE IN BENEFIT
ELIGIBILITY STATUS

Nawal Ciaramitaro, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, from Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, effective February 11, 2024 at the rate of \$14.79 per hour.

LEAVE WITHOUT PAY

Teresa Curtis-Morrow, Information Services Assistant, full-time, Grade 08, Brookville Branch Library, effective January 17, 2024 for 18.01 hours for illness.

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 20, 2023 for 4.75 hours for injury.

Julian Peasant III, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective January 11, 2024 for 120 hours for illness.

Ann Riegle Crichton, Community Development Manager, full-time, Grade S07, Community Development, effective January 4, 2024 for 88 hours for personal reasons.

PROMOTION, CHANGE IN HOURS

Brittany Mikolajewski, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Vandalia Branch Library, from Patron Services Assistant, 3/5-time, Grade 05, Vandalia Branch Library, effective February 11, 2024 at the rate of \$18.61 per hour.

PROMTION, CHANGE IN LOCATION

Ana Long, Acquisitions Clerk, Substitute, Grade Sub05, Collection Development, from Library Aide, Kettering-Moraine Branch Library, effective February 11, 2024 at the rate of \$12.65 per hour.

RHIRE AS SUBSTITUTE

Aaron Oates, Information Services Librarian, Substitute, Grade Sub11, Special Collections, effective February 25, 2024 at the rate of \$19.57 per hour.

RESIGNATION

Margaret Castillo, Children Services Librarian, full-time, Grade 11, Southeast Branch Library, effective February 2, 2024.

Jacob Crosen, Children Services Librarian, full-time, Grade 11, Main Youth Services, effective February 23, 2024.

Alexis Mays, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 8, 2023.

Davneet Wadhwa, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 27, 2023.

Huahua Zhu, Information Services Librarian, Substitute, Grade Sub11, Miami Township Branch Library, effective September 14, 2023.

RETIREMENT

Jayne Klose, Community Engagement Manager, 3/5-time, Grade S08, Executive Administration, effective February 29, 2024, after 10 years of service.

TEMPORARY TRANSFER

Ryann Pope, Information Services Assistant, full-time, Grade 08, Vandalia Branch Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective February 6, 2024 at the rate of \$18.80 per hour.

TERMINATION

Stefano Tozzi, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, effective January 16, 2024.

GIFTS AND GRANTS

The following Gifts and Grants were approved by the Board.

GIFTS

\$50.00 from Sheri Olmstead on January 22, 2024.
\$10.00 from Anthony Chambers on January 23, 2024.
\$250.00 from Melinda Eaton on January 24, 2024.
\$100.00 from Angelina Grosso on January 27, 2024.
\$10.00 from Yvette Kelly-Fields on February 1, 2024.
\$280.00 from Jeffrey Trzeciak on February 4, 2024.
\$25.00 from Angela Stevens on February 7, 2024.

GRANTS

Dayton Metro Library did not receive any new Grants since the January 2024 Board of Trustees meeting.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Richelle Frabotta, LGBTQ+ Health Initiatives Project Manager for Public Health-Dayton and Montgomery County, shared her positive experiences with librarians, and thanked Dayton Metro Library for its partnership with the LGBTQ community. Dayton Metro Library has served as a host location for her organization's youth meetings for 7-12th graders since 2019, and the partnership continues to this day, following a pandemic hiatus. Library staff members have served on the LGBTQ+ Health Alliance. She thanked the Library for being a safe space for all members of the community. She specifically mentioned the work of teen services librarians as a boon to the community.

Ms. Isom joined the meeting at 4:07 p.m.

Danny Kalenberg, Volunteer Business Manager at PFLAG, recalled how Dayton Metro Library's LGBTQIA+ programs and welcoming staff helped he and his family following their move to the

area. He shared his gratitude for the Library’s continued commitment to and support of the LGBTQ+ community, including in programs such as the Pride Prom.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for January 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>
1/12/2024	PLF	\$1,451,689.78	\$1,451,689.78	-	
1/17/2024	RE Tax Receipts	\$1,181,711.51	\$622,112.02	\$559,599.49	Debt Service
1/26/2024	RE Tax Receipts	\$127,016.76	\$68,729.46	\$58,287.30	Debt Service
Total		\$2,760,418.05	\$2,142,531.26	\$617,886.79	

On a motion by Mr. Williamson, seconded by Ms. Cardona-Jones, the January 2024 Financial Report was approved by the Board.

Ayes: All
Nays: None

BANKING SERVICES RESOLUTION

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

WHEREAS, the Dayton Metro Library is required to maintain depositor accounts with eligible institutions pursuant to Ohio Revised Code Section 135.03; and

WHEREAS, the Board of Trustees wishes to continue its banking and investing relationship with Fifth Third Bank.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES THAT:

Section I: Effective as of the date of execution, The Executive Director, Jeffrey Trzeciak, and the Fiscal Officer, Hilary Ross Browning, are duly authorized representatives of the Dayton Metro Library. Their names are reflected on the Signature Page of this Resolution and hold the titles set forth opposite their respective names. They are authorized to act on behalf of the Dayton Metro Library, as an “Authorized Person” in transactions with Fifth Third Bank, National Association, or an affiliate of Fifth Third Bancorp (collectively, “Bank”), with the authority detailed in the Banking Services Resolution

Section 2: The Board of Trustees adopts in full the Banking Services Resolution put forth by Fifth Third Bank; and

Section 3: The Fiscal Officer is authorized to execute the Banking Services Resolution put forth by Fifth Third Bank after passage of this Resolution.

On a motion by Ms. Woodhull, seconded by Mr. Williamson, the Resolution for Deposit Accounts and Other Treasury Management Services with Fifth Third Bank was approved by the Board.

Ayes: All
Nays: None

ENERGY AGGREGATION RESOLUTION

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

A RESOLUTION AUTHORIZING THE DAYTON METRO LIBRARY TO JOIN THE SOUTHEAST OHIO PUBLIC ENERGY (DBA SUSTAINABLE OHIO PUBLIC ENERGY COUNCIL); AUTHORIZING THE EXECUTION AND DELIVERY OF THE AGREEMENT ESTABLISHING SOPEC; APPROVING THE BYLAWS OF SOPEC; AND AUTHORIZING THE EXECUTION AND DELIVERY OF THE SOPEC ELECTRIC ACCOUNT PROGRAM AGREEMENT AND ELECTRIC SERVICE AGREEMENT(S).

WHEREAS, the Board of Trustees of the Dayton Metro Library wishes to join the Southeast Ohio Public Energy Council (DBA Sustainable Ohio Public Energy Council) (“SOPEC”), by which the Dayton Metro Library will be able to act jointly with other member political subdivisions and thereby maximize the potential benefit of electricity procurement through group purchasing efforts, and other benefits of membership.

NOW, THEREFORE, RESOLVED BY THE BOARD OF TRUSTEES THAT:

SECTION 1. The Board of Trustees finds and determines that it is in the best interest of the Dayton Metro Library to join SOPEC, and approves the SOPEC Bylaws, for the purpose of participating in the SOPEC electric account program and other benefits of membership.

SECTION 2. The Executive Director and/or the Fiscal Officer is hereby authorized and directed to execute and deliver the Agreement Establishing the Sustainable Ohio Public Energy Council (the “SOPEC Agreement”) and the SOPEC Electric Account Program Agreement (the “Program Agreement”). The SOPEC Agreement and the Program Agreement shall be substantially in the forms presented to this Board of Trustees.

SECTION 3. The Fiscal Officer is hereby authorized to execute electric service agreement(s) with retail electric supplier(s) selected through a competitive procurement managed by SOPEC in a form approved by the Dayton Metro Library’s legal counsel for

the Dayton Metro Library’s electric accounts enrolled in the SOPEC Electric Account Program.

SECTION 4. The Board of Trustees finds and determines that all formal actions of this Board of Trustees concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board of Trustees and that all deliberations of this Board of Trustees and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

On a motion by Mr. Williamson, seconded by Ms. Cardona-Jones, the Board action was approved by the Board.

Ayes: All
Nays: None

In so doing, Dayton Metro Library became the first Library in the State of Ohio to join SOPEC, and all of its energy upon joining will be 100% renewable.

EXECUTIVE DIRECTOR’S REPORT

The Executive Director introduced Heather McClure, Safety and Protective Services Director, to the Board.

The Executive Director reviewed the recently completed Patron and Staff surveys, which were conducted as part of the Strategic Plan Refresh. Both surveys showed considerable support for the Library and its current direction. The Library intends to conduct a more scientific and data-driven patron survey in the spring.

MOU WITH THE FOUNDATION

Mr. Williamson requested that the following Memorandum of Understanding with the Foundation be considered during the March 2024 meeting. In light of a minor recommended edit, President Thomas agreed to do so.

Memorandum of Understanding Between Dayton Metro Library Foundation and Dayton Metro library Board of Trustees

THIS MEMORANDUM OF UNDERSTANDING (the Agreement) is made and entered into this 21st day of February 2024 by and between the BOARD OF TRUSTEES OF THE DAYTON METRO LIBRARY (“the Library”) and the DAYTON METRO LIBRARY FOUNDATION BOARD OF DIRECTORS (“the Foundation”), an Ohio based non-profit corporation exempt from taxation pursuant to Internal Revenue Code section 501(c)3, both parties of Dayton, Ohio.

Both parties agree this Memorandum of Understanding (MOU) Is created to ensure a positive and productive working relationship between the Library and its supporting

Foundation and to develop guidelines to align priorities, ensuring open communication, reporting and the adherence to all applicable local, state, and federal laws.

Recitals

- A. Whereas the Dayton Metro Library Foundation was established in 2014 as a certified 501 (c) (3) organization with a mission to enhance and expand the Dayton Metro Library's excellence; and
- B. Whereas the Foundation provides financial support through its annual appeal and other fundraising events for the benefit of the Library and its associated PAC, Citizens for Good Libraries; and
- C. Whereas this funding supports library collections, services, programs, and facilities. Now, therefore, the Library and the Foundation enter into this MOU to clearly articulate roles, responsibilities and expectations of the Foundation and to clarify services offered by the Library in support of these efforts.

Purpose

This MOU emphasizes a relationship where the Foundation prioritizes:

- 1. Alignment with the Library's vision and priorities.
- 2. Acting as ambassadors for the Library's value and impact.
- 3. Connecting potential donors to the Library.
- 4. Educating about the impact of philanthropy.

To provide additional clarity, the library outlines key elements of our relationship with the DMLF.

Library Roles and Responsibilities

The Library Development Office will focus library efforts on the following:

- corporate/institutional giving;
- individual giving/major gifts including restricted, unrestricted and endowment gifts; and
- planned giving.

To this end, the Library will,

A. Communicate our vision, mission, strategic plan, funding needs and annual priorities.

Annually, the Library will communicate our fundraising targets, goals, priorities and funding levels, based on funding needs and our strategic plan.

- a. January** - Annual funding priorities will be communicated to the Foundation at the start of each calendar year at their January Foundation Board Meeting.
- b. February** – Library Administration will meet with the Foundation Advancement Committee.
 - i. Based on funding priorities and the Library's own development activities and targets, the Library will present a fundraising target for the Foundation for the current year.

ii. The Library will also provide suggested strategies for reaching the target which will include the appeals and other activities as identified for the year.

iii. The Advancement Committee will select a funding priority from the list provided by the Library and will coordinate all activities with the Library's Development Department.

c. March – The Advancement Committee will present the target, priority and strategies for approval to the Foundation Board at the March meeting for approval.

B. Create and share a case statement. The Library will create a 1–2-page Case Statement which will be utilized by Library leaders and volunteer ambassadors to inspire philanthropic investments in library projects, programs and mission.

C. Establish an annual calendar of events. Library Development staff will establish an annual list of events which clearly identifies opportunities for Foundation participation.

These events include but are not limited to

- a. Donor appreciation events
- b. Direct Mail appeal letters
- c. Annual report distribution
- d. Stewardship emails

D. Develop a marketing and communications plan. Library Development staff will provide a marketing and communications plan which will be used by the Foundation in any fundraising activities.

E. Acknowledge any support provided by the Foundation. The Library Development staff will acknowledge any Foundation support of the Library in publicity and promotional materials.

F. Space: The Library will:

- a. Provide space on the Library website for content provided by the Foundation or link to the Foundation's website from the Library's homepage.
- b. Provide meeting rooms available to the Foundation in accordance with the Library Meeting Room Policy.

Staff Support: The Library will provide support as available, to be determined by the Library, for Foundation activities. The Library's External Relations and Development Director will serve as a staff liaison to the Foundation and attend all meetings of the Foundation Board as Ex-Officio.

Foundation responsibilities

Based on the Library's goals in consultation with Library staff the Foundation will:

- develop and execute bi-annual appeals;
- participate in all identified Library fund-raising activities;
- promote library programs, services and collections; and
- advocate on behalf of the library.

To this end, the Foundation will:

A. Foundation Board of Directors. In compliance with its bylaws, the Foundation will recruit sufficient Board members to conduct its activities and to fulfill the organization's mission.

B. Personnel. The Foundation will pay 5% of the Development Associate's annual

compensation. The Associate's responsibilities shall include facilitating ongoing communications between the Library and the Foundation, attending meetings and programs, providing fundraising support as needed; and assisting with the planning, executing and evaluating all the Foundation's fundraising activities, not to exceed 5% of their time.

C. Coordinate with the Library in planning any events that take place in support of the Library.

D. Charges to Foundation. The Foundation will be responsible for operating expenses relating to Foundation fundraising activities, including but not limited to printing, catering, donor development and management fees, event expenses, postage, etc.

E. Advocacy and Support. The Foundation will support the goals and objectives of the Library's mission and strategic plan, as well as the vision, priorities, and policies set forth by the Board of Trustees. Foundation members will be informed advocates for the Library.

F. Compliance with Legal and Regulatory Requirements. The Foundation will engage in an annual financial audit utilizing the audit firm that provides service to the Library to avoid duplication of audit services. The Foundation will maintain insurance coverage including Directors and Officers liability. The Foundation board of directors will prepare necessary government reports at its own expense, including IRS Form 990, and comply with the Foundation's articles of organization/incorporation, bylaws, and applicable federal and state laws and regulations, including those of the State Corporation Commission.

G. Acknowledge that the Library Administration has the sole authority to determine whether to accept or decline any and all gifts or donations to the Library.

H. Manage and maintain all financial records. The Foundation will provide the Library with a monthly statement to the Development Director on the first of the month that includes all income and expenditures. Income will include all gifts including full donor information and donation amount. The Foundation is responsible for hiring a CPA to manage their finances.

Process for Collaboration.

The Library and the Foundation will work to develop and maintain an ongoing collaborative relationship, and together actively seek out opportunities to support and build awareness of the Library and the Foundation in the community.

A. The Library and the Foundation will engage in an ongoing dialogue to facilitate communication and collaboration.

B. A representative of the Library Trustees and the Library Director (or designate) will serve as non-voting ex-officio members of the Foundation board of directors and may attend meetings and provide updates. The Library Director (or designate) will serve as the liaison to the executive committee and may choose to assign a library liaison to serve on each of the Foundation's committees.

C. The Library Director (or designate) will provide periodic presentations and information sessions to the Foundation.

D. The Library retains full legal authority to pursue its own fundraising opportunities, fundraising partnerships, grants, and gifts that benefit the Library's mission, priorities, and goals, in addition to those priorities and gifts that are met by Foundation funding.

9.0 Funding requests. Any Funding request for Foundation funds by the Library shall be presented in writing by the Development Director to the Foundation at their regular meeting. Upon approval of request the Foundation will issue a check within 10 days.

VI. COMMUNICATION

1.0 The Foundation is responsible for maintaining and sharing all meeting minutes and agendas.

2.0 The Foundation President (or designee) will attend Library Board of Trustee meetings and may make comments according to the guidelines established governing public comments.

3.0 The Library Board of Trustees will assign one Trustee to serve one-year terms as a liaison to the Foundation Board of Directors.

4.0 The Library Board of Trustees will share all meeting minutes.

5.0 The Library and the Foundation will review this MOU at least annually, or as needed. Either party may request revisions and clarifications in writing.

NEW BUSINESS

Thomas welcomed Myla Cardona-Jones to 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 20, 2024 at 4:00 p.m. in the Community Room at the Main Library.

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Ms. Isom, the Board adjourned at 5:31 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

REVISED-AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 20, 2024, 4:00 p.m.

1. OATH OF OFFICE - ACTION

The Oath of Office will be administered to Kelly Geers by Gil Rutledge, Notary Public.

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 February 21, 2024 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. GIFTS AND GRANTS

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 Report for February 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>
2/16/2024	PLF	1,823,187.00	1,823,187.00		
2/2/2024	RE Taxes	282,313.94	151,690.55	130,623.39	Debt Service
2/9/2024	RE Taxes	1,032,199.74	540,550.76	491,648.98	Debt Service
2/16/2024	RE Taxes	2,209,768.66	1,184,122.29	1,025,646.37	Debt Service
2/23/2024	RE Taxes	3,100,087.44	1,698,079.38	1,402,008.06	Debt Service

Total	8,447,556.78	5,397,629.98	3,049,926.80
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8. FINAL APPROPRIATION RESOLUTION - ACTION

Enclosed with the Agenda is the recommended Final Appropriation Resolution for 2024 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, 2024, 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 2024

GENERAL FUND

1000 - Salaries and Benefits	\$25,434,807
2000 – Supplies	\$1,075,090
3000 - Purchased Services	\$7,573,696
4000 - Library Materials & Information	\$4,674,850
5000 - Capital Outlay	\$929,020
6000 - Debt Service	\$0
7000 - Other Objects	\$183,543
8000 – Contingency	\$0
9000 – Transfer Out	\$0
Total General Fund Appropriations	\$39,871,006

SPECIAL REVENUE FUND

2000- Supplies	\$35,500
3000- Purchased Services	\$128,380
5000- Capital Outlay	\$283,000
Total Special Revenue Appropriations	\$291,212

DEBT SERVICE FUND

3000 - Purchased Services	\$220,000
6000 – Debt Service	\$10,067,499
Total Debt Service Fund Appropriations	\$10,287,499

BUILDING & REPAIR FUND

3000 - Purchased Services	\$200,000
5000 - Capital Outlay	\$0
7000 - Miscellaneous	\$0
Total Building & Repair Fund Appropriations	\$200,000

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	\$30,000
Total All Funds Appropriations	<u>\$50,679,717</u>

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

9. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

The Executive Director will introduce the following new managers:

- Westly Davis- Accounting Manager, Finance
- Erin Winchester- Staff Development Manager, Human Resources

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

- Innovative Literacy Programming- Allison Knight, Youth Services Director
- Roku Program Update- Jeff Reid,

10. TRESPASS POLICY- ACTION

The Executive Director recommends the Board approve the following Trespass Policy:

I. POLICY

It is the goal of the Dayton Metro Library to maintain a safe, crime free environment for patrons, staff, volunteers, and contractors. Anyone committing a crime on DML property will be served trespass papers and criminally trespassed.

II. DEFINITIONS

Crime: Any act that is against local, state or federal law.

Criminal trespassing: Entering onto or remaining on library property after having been served trespass papers. See ORC 2911.21.

Ban: Request that a patron leave for violating the library’s code of conduct, typically for between 1 and 30 days. This is a request made by library staff or Safety and Protective Services contractors not by police or other officer of the law. See policy PS 313 Problems Involving Patron.

III. REGULATIONS

1. Anyone committing a crime on library property will be served trespass papers and trespassed.
2. Anyone who has been served trespass papers and returns to any library property while trespass is still in effect will be formally charged with criminal trespassing.
3. Questions or concerns about a trespass can be made to the Safety and Protective Services

Director.

IV. PROCEDURES

1. After verifying that a crime has been committed, Safety and Protective Services (SPS) staff will contact police and have trespass papers served to the individual/s committing the crime.
2. Trespassed persons will be trespassed from all DML properties. After one year, they may request to have facility use privileges reinstated. SPS Director will convene a panel to review the request and respond to the patron. Questions and concerns from the trespassed person/s should be directed to the SPS Director.
3. SPS staff will ensure that the individual/s picture is sent to all public services managers.
4. Staff who see a trespassed person on the premise should immediately call DML Dispatch, who will save any recording of the person for verification and contact SPS management for approvals.
5. The SPS Director will convene a panel annually to review patrons that have been trespassed for at least one year to determine which may need to remain trespassed.
6. Staff questions about trespass policy should be directed to the SPS Director.

11. MOU WITH THE FOUNDATION- ACTION

The Executive Director recommends the Board approve the following Memorandum of Understanding with the Dayton Metro Library Foundation.

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("the MOU") is entered into on this ____ day of _____ 2024 by and between the BOARD OF TRUSTEES of the DAYTON METRO LIBRARY ("the Library") and the BOARD OF DIRECTORS of the DAYTON METRO LIBRARY FOUNDATION ("the Foundation").

RECITALS

The Dayton Metro Library is a publicly funded and managed library system pursuant to the laws of the State of Ohio.

The Dayton Metro Library Foundation is an Ohio based non-profit corporation exempt from taxation pursuant to Internal Revenue Code section 501(c)3.

The Foundation was established in 2014 with a mission to enhance and expand the Dayton Metro Library's mission of Informing, Inspiring, and Empowering the citizens of Dayton and Montgomery County, Ohio.

The Foundation provides financial support through its annual appeal and other fundraising events for the benefit of the Library and its associated PAC Citizens for Good Libraries, which funding supports library collections, services, programs, and facilities.

Both parties desire to enter into this MOU to clearly articulate the roles, responsibilities, and expectations of their relationship and to clarify the services offered by the Library to the Foundation. The parties intend to create a positive and productive working relationship between the Library and the Foundation and to develop guidelines to align priorities, ensure open communication, reporting, and adherence to all applicable local, state, and federal laws.

This MOU articulates a relationship whereby the Foundation prioritizes:

1. alignment with the Library's vision and priorities,
2. acting as ambassador for the Library,
3. connecting the Library with potential donors, and
4. educating the community about the value and impact of philanthropy to the Library.

LIBRARY ROLES AND RESPONSIBILITIES

The Library Development Office will focus library efforts on the following:

1. corporate/institutional giving,
2. individual giving/major gifts including restricted, unrestricted and endowment gifts, and
3. planned giving.

To these ends, the Library will:

A. Communicate the Library's vision, mission, strategic plan, funding needs and annual priorities.

Annually, the Library will communicate to the Foundation the fundraising targets, goals, priorities, and funding levels of the Library, based on funding needs and the strategic plan, according to the following timeline:

1. **January** - Annual funding priorities will be communicated to the Foundation at the start of each calendar year at the January Foundation Board Meeting,
2. **February** - Library Administration will meet with the Foundation Advancement Committee and
 - a. based on funding priorities and the Library's own development activities and targets, the Library will present a fundraising target for the Foundation for the current year,
 - b. the Library will provide suggested strategies for the Foundation to reach the targets including the annual appeal and other activities as identified for the year,
 - c. the Foundation Advancement Committee will select a funding priority from the list provided by the Library and will coordinate all activities with the Library's Development Department.
3. **March** -The Foundation Advancement Committee will present the target, priority, and strategies for approval by the Foundation Board at the March Foundation Board meeting.

B. Create and share a case statement. The Library will create a 1-2-page Case Statement to be utilized by Library leaders and volunteer ambassadors to encourage philanthropic investments in library projects, programs, and the Library's mission.

C. Establish an annual calendar of events. Library Development staff will establish an annual list of events which clearly identifies opportunities for Foundation participation. These events include but are not limited to:

1. Donor appreciation events
2. Direct Mail appeal letters
3. Annual report distribution
4. Stewardship emails

D. Develop a marketing and communications plan. Library Development staff will provide a marketing and communications plan to be used by the Foundation in any fundraising activities.

E. Acknowledge any support provided by the Foundation. The Library Development staff will acknowledge any Foundation support of the Library in publicity and promotional materials.

F. Provide website and physical space: The Library will:

1. Provide space on the Library website for content provided by the Foundation and/or a link to the Foundation's website from the Library's homepage.
2. Provide meeting rooms to the Foundation in accordance with the Library Meeting Room Policy.

G. Provide staff support: The Library will provide staff support for Foundation activities as available and as determined by the Library. The Library's External Relations and Development Director will serve as a staff liaison to the Foundation and attend all meetings of the Foundation Board as Ex-Officio.

FOUNDATION ROLES AND RESPONSIBILITIES

Based on the fundraising targets, goals, priorities, and funding levels communicated by Library staff, the Foundation will:

1. develop and execute bi-annual appeals,
2. participate in all identified Library fund-raising activities,
3. promote library programs, services, and collections, and
4. advocate on behalf of the library.

To these ends, the Foundation will:

- A. In compliance with its bylaws, recruit sufficient Board members to fulfill the Foundation's mission and conduct its activities.
- B. Pay 5% of the Library Development Associate's annual compensation. The Associate's responsibilities shall include facilitating ongoing communications between the Library and the Foundation, attending meetings and programs, providing fundraising support as needed, assisting with the planning, executing, and evaluating all the Foundation's fundraising activities, collectively not to exceed 5% of their time.
- C. Coordinate with the Library in planning any events that take place in support of the Library.
- D. Reimburse the Library for operating expenses relating to Foundation fundraising activities, including but not limited to printing, catering, donor development and management fees, event expenses, postage, etc.
- E. Support the goals and objectives of the Library's mission and strategic plan, as well as the vision, priorities, and policies set forth by the Library Board of Trustees, by being informed advocates for the Library.
- F. Engage in an annual financial audit utilizing the audit firm that provides service to the Library to avoid duplication of audit services. The Foundation will maintain insurance coverage including Directors and Officers liability. The Foundation board of directors will prepare necessary government reports at its own expense, including IRS Form 990, and comply with the Foundation's articles of organization/incorporation, bylaws, and applicable federal and state laws and regulations, including those of the State Corporation Commission.
- G. Acknowledge that the Library has the sole authority to determine whether to accept or decline any gift or donations to the Library.
- H. Manage and maintain all financial records and provide the Library Development Director with a monthly statement on the first of each month that includes all income and expenditures. Income will include all gifts and the statement will include full donor information and donation amount. The Foundation is responsible for providing its' own accounting services.

PROCESS FOR COLLABORATION

The Library and the Foundation will work together to develop and maintain an ongoing collaborative relationship, and together actively seek out opportunities to support and build awareness of the Library and the Foundation in the community. Both parties will engage in an ongoing dialogue to facilitate communication and collaboration.

- A. The Library Board of Trustees will assign one Trustee to serve one-year terms as a liaison to the Foundation Board of Directors ("the Board Liaison"). The Board Liaison and the Library Director (or designate) will serve as non-voting ex-officio members of the Foundation board of directors and may attend meetings and provide updates. The Library Director (or designate) will serve as the liaison to the executive committee and

may choose to assign a library liaison to serve on each of the Foundation's committees.

B. The Library Director (or designate) will provide periodic presentations and information sessions to the Foundation.

C. The Library retains full legal authority to pursue its own fundraising opportunities, fundraising partnerships, grants, and gifts that advance the Library's mission, priorities, and goals, in addition to those priorities and gifts addressed by Foundation funding.

D. The Library Development Director will present any Funding request for Foundation funds in writing before the next regularly scheduled meeting of the Foundation Board. Upon approval of a request by the Foundation Board, the Foundation will issue a check within 10 days. Both parties understand that requests from the Library Development Director may constitute advance funding for certain projects and/or may constitute reimbursement for funds already expended by the Library.

E. The Foundation will maintain and share all meeting minutes and agendas with the Library Development Director.

F. The Library Board of Trustees will maintain and share all meeting minutes and agendas with the Foundation.

G. The Foundation President (or designee) may attend Library Board of Trustee meetings and may make comments according to the guidelines established governing public comments.

H. The Library and the Foundation will review this MOU at least annually, or as needed. Either party may request revisions and clarifications in writing.

I. This Memo constitutes the entire understanding between the parties regarding the subject matter hereof and supersedes all other agreements, oral and/or written, between the parties hereto.

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, April 17, 2024 at 4:00 p.m. in the Board 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:

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “12th National Conference of African-American Librarians” sponsored by Black Caucus of ALA from July 24, 2024 through July 27, 2024, in New Orleans, LA. It is further recommended that registration in the amount of \$500.00, airfare in the amount of \$604.20, ground transportation in the amount of \$168.00, parking in the amount of \$60.00, lodging in the amount of \$2,018.26, and meals in the amount of \$240.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in the “Equity and Early Literacy” webinar series being sponsored by Library Juice Academy from July 1, 2024 through July 28, 2024. It is further recommended that registration in the amount of \$200.00 be reimbursed by the Board.

Cassie Buckingham, Safety and Protective Services Officer, Safety and Protective Services, to attend “Adult and Pediatric First Aid/CPR” sponsored by Focus Health and held in the Main Library on March 9, 2024. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Annie Calonico, Teen Services Librarian, Kettering-Moraine Branch Library, Sidney Edwards, Teen Services Librarian, West Carrollton Branch Library, Kaylea Gray, Teen Services Librarian, West Branch Library, Peter Kilkelly, Teen Services Librarian, Northwest Branch Library, Chelsea Yergens, Teen Services Librarian, Huber Heights Branch Library, to participate in the “Take 5: Building a Foundation” webinar being sponsored by Take 5 and held on May 3, 2024. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Myla Cardona-Jones and Kelly Geers, Trustees, to participate in the “OLC Library Trustee Workshop” being sponsored by OLC and held March 9, 2024. It is further recommended that registration in the amount of \$95.00 each be reimbursed by the Board.

Sarah Carpenter, Catalog Librarian, Cataloging, and Joan Milligan, Cataloging Manager, Cataloging, to attend “OVGTSL Conference 2024” being sponsored by OVGTSL and held in Columbus, OH from May, 22, 2024 through May 24, 2024. It is further recommended that registration in the amount of \$130.00 each, mileage in the amount of \$97.52 each, lodging in the amount of \$196.00 each, and meals in the amount of \$130.00 each be reimbursed by the Board.

Trina Cole, Information Services Assistant, Burkhardt Branch Library, to participate in the “Serving Deaf Patrons in the Library” webinar being sponsored by ALA from April 10, 2024 through April 11, 2024. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Kelly Gorniak, Catalog Librarian, Cataloging, to participate in “OVGTSL Conference 2024” webinar being sponsored by OVGTSL from May 23, 2024 through May 24, 2024. It is further recommended that registration in the amount of \$55.00 be reimbursed by the Board.

Rachel Gut, Deputy Executive Director, Executive Administration, Allison Knight, Youth Services Director, Youth Services, Bradley Kuykendall, Floater Manager, Public Services Administration, Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, Equity, Diversity and Inclusion, and Gabriela Pickett, Newest American Specialist, Equity, Diversity and Inclusion, to attend “ALA Annual Conference” being sponsored by ALA and held in San Diego, CA from June 27, 2024 through July 2, 2024. It is further recommended that registration in the amount of \$410.00 each, airfare in the amount of \$928.40 each, ground transport in the amount of \$120.00 each, parking in the amount of \$70.00 each, lodging in the amount of \$1,620.00 each, and meals in the amount of \$360.00 each be reimbursed by the Board.

Jessica Hunter, Nonprofit Services Specialist, Community Development, to attend “Dangerous Dames of Dayton,” sponsored by League of Women Voters and held at the University of Dayton on March 26, 2024. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Caitlin Jones, Information Services Assistant, Kettering-Moraine Branch Library, to participate in the “Using Social Media Effectively through Change and Chaos” webinar sponsored by ALA eLearning on March 26, 2024. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Brittany Mikolajewski, Information Services Assistant, Vandalia Branch Library, to participate in the “Serve Safe Certification” on-demand webinar sponsored by Serve Safe, It is further recommended that registration in the amount of \$22.00 be reimbursed by the Board.

Gabriela Pickett, Newest American Specialist, Equity, Diversity and Inclusion, to attend the “Dynamic Dialogue Conference” being sponsored by Northeast Ohio Regional Library System and held in Twinsburg, OH from May 9, 2024 through May 10, 2024. It is further recommended that mileage in the amount of \$274.70 be reimbursed by the Board, as all other expenses have been covered.

Ann Riegle Crichton, Community Development Manager, Community Development, to attend “Dayton Chamber Annual Meeting” being sponsored by Dayton Chamber and held in Sinclair Community College on April 16, 2024. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Ann Riegle Crichton, Community Development Manager, Community Development, to attend “Dayton Chamber Workforce 360” being sponsored by Dayton Chamber and held in Sinclair Community College on April 9, 2024. It is further recommended that registration in the amount of \$70.00 be reimbursed by the Board.

Migyeong Song, Branch Library Manager, Miami Township Branch Library, to participate in the “Practice Adaptive Leadership” webinar sponsored by ALA from March 19, 2024 to March 21, 2024. It is further recommended that registration in the amount of \$170.10 be reimbursed by the Board.

Erin Winchester, Staff Development Manager, Human Resources, to participate in the “Public Libraries Association 2024 Conference” virtual option, sponsored by PLA and held from April 3, 2024 through April 5, 2024. It is further recommended that registration in the amount of \$347.00 be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Sidney Edwards, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library effective February 25, 2024 at the rate of \$25.24 per hour.

Sherry Fox, Accountant, full-time, Grade 11, Finance, effective February 25, 2024 at the rate of \$28.50 per hour.

Brittany Milligan, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective February 25, 2024 at the rate of \$14.62 per hour.

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

Ian Kinser, Teen Services Librarian, full-time, Grade 11, Miami Township Branch Library, from Teen Services Librarian, full-time, Grade 11, Vandalia Branch Library, effective March 10, 2024 at the rate of \$28.78 per hour.

Moneeka Stanifer, Information Services Assistant, full-time, Grade 08, Main Youth Services, from Information Services Assistant (Technology Emphasis), full-time, Grade 08, West Branch Library, effective March 10, 2024 at the rate of \$18.80 per hour.

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

Beth Cole, Patron Services Assistant, 3/5-time, Grade 05, Miamisburg Branch Library, effective February 12, 2024 for 13.64 hours for illness.

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

Tiffany Shaw-Diaz, Annual Fund and Major Gifts Associate, full-time, Grade 07, External Relations, from Patron Services Assistant, 3/5-time, grade 05, West Carrollton Branch Library, effective March 10, 2024 at the rate of \$17.65 per hour.

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

Reuben Clements, Facilities Technician, full-time, Grade 09, Facilities, effective February 14, 2024.

Grant Crawford, Information Services Librarian, Substitute, Grade Sub 11, Main Youth Services, effective January 23, 2024.

Rae Elsen, Homework Help Assistant, full-time, Grade 09, Youth Services, effective March 1, 2024.

Sarah Hipple, Information Services Librarian, substitute, Grade Sub11, Information Services, effective February 24, 2024.

Julian Peasant III, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective February 16, 2024.

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

Sherry Walters, Patron Services Assistant, full-time, Grade 05, Patron Services, effective March 31, 2024, after more than 39 years of service.

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

Giselle Spurgeon, Children Services Librarian, full-time, Grade 11, Main Youth Services, from Children Services Librarian, full-time, Grade 11, Wilmington-Stroop Branch Library, effective March 10, 2024 at the rate of \$25.69 per hour.

C. **GIFTS AND GRANTS**

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

\$125.00 from Susan Anable on February 16, 2024.
\$10.00 from Anthony Chambers on February 23, 2024.
\$50.00 from Allison Knight on February 26, 2024.
\$100.00 from Angelina Grosso on February 27, 2024.
\$22.00 from Rob Hardy on February 27, 2024.
\$50.00 from Karlos Marshall on February 27, 2024.
\$50.00 from James McQuinn in February 28, 2024.
\$50.00 from Karen D. Brame on February 29, 2024.
\$10,000.00 from Jean Barger Rice on March 1, 2024.
\$50.00 from Sharon Zellner on March 1, 2024.
\$50.00 from Gil Rutledge on March 4, 2024.
\$280.00 from Jeffrey Trzeciak on March 4, 2024.
\$50.00 from Amber Cristofaro on March 12, 2024.
\$50.00 from Allison Dugan on March 12, 2024.
\$50.00 from Susan Ellis on March 12, 2024.
\$50.00 from Paul Rankin on March 12, 2024.
\$50.00 from Camee Hart on March 13, 2024.

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

\$5,000.00 from Charles F. Kettering Foundation on February 21, 2024.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, March 20, 2024, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Kelly Geers,
Myla Cardona-Jones, Shannon Isom (in at 4:12 pm)

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.

OATH OF OFFICE

The Oath of Office was administered to Kelly Geers by Gil Rutledge, Notary Public.

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. Woodhull, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Williamson, seconded by Ms. Geers, the minutes of the Board meeting of February 21, 2024 were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

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

Karen D. Brame, Information Services Librarian, Special Collections, to attend the “12th National Conference of African-American Librarians” sponsored by Black Caucus of ALA from July 24, 2024 through July 27, 2024, in New Orleans, LA. It is further recommended that registration in the amount of \$500.00, airfare in the amount of \$604.20, ground transportation in the amount of \$168.00, parking in the amount of \$60.00, lodging in the amount of \$2,018.26, and meals in the amount of \$240.00 be reimbursed by the Board.

Christian Brewington, Children Services Librarian, Outreach Services, to participate in the “Equity and Early Literacy” webinar series being sponsored by Library Juice Academy from July 1, 2024 through July 28, 2024. It is further recommended that registration in the amount of \$200.00 be reimbursed by the Board.

Cassie Buckingham, Safety and Protective Services Officer, Safety and Protective Services, to attend “Adult and Pediatric First Aid/CPR” sponsored by Focus Health and held in the Main Library on March 9, 2024. It is further recommended that registration in the amount of \$65.00 be reimbursed by the Board.

Annie Calonico, Teen Services Librarian, Kettering-Moraine Branch Library, Sidney Edwards, Teen Services Librarian, West Carrollton Branch Library, Kaylea Gray, Teen Services Librarian, West Branch Library, Peter Kilkelly, Teen Services Librarian, Northwest Branch Library, Chelsea Yergens, Teen Services Librarian, Huber Heights Branch Library, to participate in the “Take 5: Building a Foundation” webinar being sponsored by Take 5 and held on May 3, 2024. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Myla Cardona-Jones and Kelly Geers, Trustees, to participate in the “OLC Library Trustee Workshop” being sponsored by OLC and held March 9, 2024. It is further recommended that registration in the amount of \$95.00 each be reimbursed by the Board.

Sarah Carpenter, Catalog Librarian, Cataloging, and Joan Milligan, Cataloging Manager, Cataloging, to attend “OVGTSL Conference 2024” being sponsored by OVGTSL and held in Columbus, OH from May, 22, 2024 through May 24, 2024. It is further recommended that registration in the amount of \$130.00 each, mileage in the amount of \$97.52 each, lodging in the amount of \$196.00 each, and meals in the amount of \$130.00 each be reimbursed by the Board.

Trina Cole, Information Services Assistant, Burkhardt Branch Library, to participate in the “Serving Deaf Patrons in the Library” webinar being sponsored by ALA from April 10, 2024 through April 11, 2024. It is further recommended that registration in the amount of \$129.00 be reimbursed by the Board.

Kelly Gorniak, Catalog Librarian, Cataloging, to participate in “OVGTSL Conference 2024” webinar being sponsored by OVGTSL from May 23, 2024 through May 24, 2024. It is further recommended that registration in the amount of \$55.00 be reimbursed by the Board.

Rachel Gut, Deputy Executive Director, Executive Administration, Allison Knight, Youth Services Director, Youth Services, Bradley Kuykendall, Floater Manager, Public Services Administration, Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, Equity, Diversity and Inclusion, and Gabriela Pickett, Newest American Specialist, Equity, Diversity and Inclusion, to attend “ALA Annual Conference” being sponsored by ALA and held in San Diego, CA from June 27, 2024 through July 2, 2024. It is further recommended that registration in the amount of \$410.00 each, airfare in the amount of \$928.40 each, ground transport in the amount of \$120.00 each, parking in the amount of \$70.00 each, lodging in the amount of \$1,620.00 each, and meals in the amount of \$360.00 each be reimbursed by the Board.

Jessica Hunter, Nonprofit Services Specialist, Community Development, to attend “Dangerous Dames of Dayton,” sponsored by League of Women Voters and held at the University of Dayton on March 26, 2024. It is further recommended that registration in the amount of \$125.00 be reimbursed by the Board.

Caitlin Jones, Information Services Assistant, Kettering-Moraine Branch Library, to participate in the “Using Social Media Effectively through Change and Chaos” webinar sponsored by ALA eLearning on March 26, 2024. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Brittany Mikolajewski, Information Services Assistant, Vandalia Branch Library, to participate in the “Serve Safe Certification” on-demand webinar sponsored by Serve Safe, It is further recommended that registration in the amount of \$22.00 be reimbursed by the Board.

Gabriela Pickett, Newest American Specialist, Equity, Diversity and Inclusion, to attend the “Dynamic Dialogue Conference” being sponsored by Northeast Ohio Regional Library System and held in Twinsburg, OH from May 9, 2024 through May 10, 2024. It is further recommended that mileage in the amount of \$274.70 be reimbursed by the Board, as all other expenses have been covered.

Ann Riegle Crichton, Community Development Manager, Community Development, to attend “Dayton Chamber Annual Meeting” being sponsored by Dayton Chamber and held in Sinclair Community College on April 16, 2024. It is further recommended that registration in the amount of \$50.00 be reimbursed by the Board.

Ann Riegle Crichton, Community Development Manager, Community Development, to attend “Dayton Chamber Workforce 360” being sponsored by Dayton Chamber and held in Sinclair Community College on April 9, 2024. It is further recommended that registration in the amount of \$70.00 be reimbursed by the Board.

Migyeong Song, Branch Library Manager, Miami Township Branch Library, to participate in the “Practice Adaptive Leadership” webinar sponsored by ALA from March 19, 2024 to March 21, 2024. It is further recommended that registration in the amount of \$170.10 be reimbursed by the Board.

Erin Winchester, Staff Development Manager, Human Resources, to participate in the “Public Libraries Association 2024 Conference” virtual option, sponsored by PLA and held from April 3, 2024 through April 5, 2024. It is further recommended that registration in the amount of \$347.00 be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Sidney Edwards, Teen Services Librarian, full-time, Grade 11, West Carrollton Branch Library effective February 25, 2024 at the rate of \$25.24 per hour.

Sherry Fox, Accountant, full-time, Grade 11, Finance, effective February 25, 2024 at the rate of \$28.50 per hour.

Brittany Milligan, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective February 25, 2024 at the rate of \$14.62 per hour.

CHANGE IN LOCATION

Ian Kinser, Teen Services Librarian, full-time, Grade 11, Miami Township Branch Library, from Teen Services Librarian, full-time, Grade 11, Vandalia Branch Library, effective March 10, 2024 at the rate of \$28.78 per hour.

Moneeka Stanifer, Information Services Assistant, full-time, Grade 08, Main Youth Services, from Information Services Assistant (Technology Emphasis), full-time, Grade 08, West Branch Library, effective March 10, 2024 at the rate of \$18.80 per hour.

LEAVE WITHOUT PAY

Beth Cole, Patron Services Assistant, 3/5-time, Grade 05, Miamisburg Branch Library, effective February 12, 2024 for 13.64 hours for illness.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Tiffany Shaw-Diaz, Annual Fund and Major Gifts Associate, full-time, Grade 07, External Relations, from Patron Services Assistant, 3/5-time, grade 05, West Carrollton Branch Library, effective March 10, 2024 at the rate of \$17.65 per hour.

RESIGNATION

Reuben Clements, Facilities Technician, full-time, Grade 09, Facilities, effective February 14, 2024.

Grant Crawford, Information Services Librarian, Substitute, Grade Sub 11, Main Youth Services, effective January 23, 2024.

Rae Elsen, Homework Help Assistant, full-time, Grade 09, Youth Services, effective March 1, 2024.

Sarah Hipple, Information Services Librarian, substitute, Grade Sub11, Information Services, effective February 24, 2024.

Julian Peasant III, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective February 16, 2024.

RETIREMENT

Sherry Walters, Patron Services Assistant, full-time, Grade 05, Patron Services, effective March 31, 2024, after more than 39 years of service.

TEMPORARY TRANSFER

Giselle Spurgeon, Children Services Librarian, full-time, Grade 11, Main Youth Services, from Children Services Librarian, full-time, Grade 11, Wilmington-Stroop Branch Library, effective March 10, 2024 at the rate of \$25.69 per hour.

GIFTS AND GRANTS

The following Gifts and Grants were approved by the Board.

GIFTS

\$125.00 from Susan Anable on February 16, 2024.
\$10.00 from Anthony Chambers on February 23, 2024.
\$50.00 from Allison Knight on February 26, 2024.
\$100.00 from Angelina Grosso on February 27, 2024.
\$22.00 from Rob Hardy on February 27, 2024.
\$50.00 from Karlos Marshall on February 27, 2024.
\$50.00 from James McQuinn in February 28, 2024.
\$50.00 from Karen D. Brame on February 29, 2024.
\$10,000.00 from Jean Barger Rice on March 1, 2024.
\$50.00 from Sharon Zellner on March 1, 2024.
\$50.00 from Gil Rutledge on March 4, 2024.
\$280.00 from Jeffrey Trzeciak on March 4, 2024.
\$50.00 from Amber Cristofaro on March 12, 2024.
\$50.00 from Allison Dugan on March 12, 2024.
\$50.00 from Susan Ellis on March 12, 2024.
\$50.00 from Paul Rankin on March 12, 2024.
\$50.00 from Camee Hart on March 13, 2024.

GRANTS

\$5,000.00 from Charles F. Kettering Foundation on February 21, 2024.

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 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>
2/16/2024	PLF	1,823,187.00	1,823,187.00		
2/2/2024	RE Taxes	282,313.94	151,690.55	130,623.39	Debt Service
2/9/2024	RE Taxes	1,032,199.74	540,550.76	491,648.98	Debt Service
2/16/2024	RE Taxes	2,209,768.66	1,184,122.29	1,025,646.37	Debt Service
2/23/2024	RE Taxes	3,100,087.44	1,698,079.38	1,402,008.06	Debt Service
Total		8,447,556.78	5,397,629.98	3,049,926.80	

Ms. Isom joined the meeting at 4:12 p.m.

On a motion by Mr. Williamson, seconded by Ms. Isom, the February 2024 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 2024 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 Ms. Woodhull, seconded by Ms. Cardona-Jones, 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, 2024, 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 2024

GENERAL FUND

1000 - Salaries and Benefits

\$25,434,807

2000 – Supplies	\$1,075,090
3000 - Purchased Services	\$7,573,696
4000 - Library Materials & Information	\$4,674,850
5000 - Capital Outlay	\$929,020
6000 - Debt Service	\$0
7000 - Other Objects	\$183,543
8000 – Contingency	\$0
9000 – Transfer Out	\$0
Total General Fund Appropriations	<u>\$39,871,006</u>

SPECIAL REVENUE FUND

2000- Supplies	\$35,500
3000- Purchased Services	\$128,380
5000- Capital Outlay	<u>\$283,000</u>
Total Special Revenue Appropriations	<u>\$291,212</u>

DEBT SERVICE FUND

3000 - Purchased Services	\$220,000
6000 – Debt Service	<u>\$10,067,499</u>
Total Debt Service Fund Appropriations	<u>\$10,287,499</u>

BUILDING & REPAIR FUND

3000 - Purchased Services	\$200,000
5000 - Capital Outlay	\$0
7000 - Miscellaneous	<u>\$0</u>
Total Building & 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 **\$50,679,717**

A roll call vote was taken as follows:

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director introduced Westly Davis, the new Accounting Manager, and Erin Winchester, the new Staff Development Manager.

Allison Knight, Youth Services Director, shared a presentation detailing some of the innovative literacy programming which is being conducted across the system. These include partnerships with Five Rivers Metro Parks, the First Chapter Book Club, and collaborations with authors and tie-ins to Minecraft.

Jeff Reid, Collection Development Librarian, shared a presentation regarding the Library's Roku collection. Though Dayton Metro Library was not the first library to introduce Roku lending, it currently has the largest Roku library collection in the country, and is helping other library systems to create their own Roku collections.

TRESPASS POLICY

The Executive Director recommended passage of the following new policy:

I. POLICY

It is the goal of the Dayton Metro Library to maintain a safe, crime free environment for patrons, staff, volunteers, and contractors. Anyone committing a crime on DML property will be served trespass papers and criminally trespassed.

II. DEFINITIONS

Crime: Any act that is against local, state or federal law.

Criminal trespassing: Entering onto or remaining on library property after having been served trespass papers. See ORC 2911.21.

Ban: Request that a patron leave for violating the library's code of conduct, typically for between 1 and 30 days. This is a request made by library staff or Safety and Protective Services contractors not by police or other officer of the law. See policy PS 313 Problems Involving Patron.

III. REGULATIONS

1. Anyone committing a crime on library property will be served trespass papers and trespassed.
2. Anyone who has been served trespass papers and returns to any library property while trespass is still in effect will be formally charged with criminal trespassing.
3. Questions or concerns about a trespass can be made to the Safety and Protective Services Director.

IV. PROCEDURES

1. After verifying that a crime has been committed, Safety and Protective Services (SPS) staff will contact police and have trespass papers served to the individual/s committing the crime.

2. Trespassed persons will be trespassed from all DML properties. After one year, they may request to have facility use privileges reinstated. SPS Director will convene a panel to review the request and respond to the patron. Questions and concerns from the trespassed person/s should be directed to the SPS Director.
3. SPS staff will ensure that the individual/s picture is sent to all public services managers.
4. Staff who see a trespassed person on the premise should immediately call DML Dispatch, who will save any recording of the person for verification and contact SPS management for approvals.
5. The SPS Director will convene a panel annually to review patrons that have been trespassed for at least one year to determine which may need to remain trespassed.
6. Staff questions about trespass policy should be directed to the SPS Director.

Following discussion of the distinction between trespasses and bans, the Board determined it would table the Trespass Policy for consideration in the April Board meeting, following further revision.

MOU WITH THE FOUNDATION

The Executive Director recommended approval of the following Memorandum of Understanding with the Dayton Metro Library Foundation:

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("the MOU") is entered into on this ____ day of _____ 2024 by and between the BOARD OF TRUSTEES of the DAYTON METRO LIBRARY ("the Library") and the BOARD OF DIRECTORS of the DAYTON METRO LIBRARY FOUNDATION ("the Foundation").

RECITALS

The Dayton Metro Library is a publicly funded and managed library system pursuant to the laws of the State of Ohio.

The Dayton Metro Library Foundation is an Ohio based non-profit corporation exempt from taxation pursuant to Internal Revenue Code section 501(c)3.

The Foundation was established in 2014 with a mission to enhance and expand the Dayton Metro Library's mission of Informing, Inspiring, and Empowering the citizens of Dayton and Montgomery County, Ohio.

The Foundation provides financial support through its annual appeal and other fundraising events for the benefit of the Library and its associated PAC Citizens for Good Libraries, which funding supports library collections, services, programs, and facilities.

Both parties desire to enter into this MOU to clearly articulate the roles, responsibilities, and expectations of their relationship and to clarify the services offered by the Library to the Foundation. The parties intend to create a positive and productive working relationship between the Library and the Foundation and to develop guidelines to align priorities, ensure open communication, reporting, and adherence to all applicable local, state, and federal laws.

This MOU articulates a relationship whereby the Foundation prioritizes:

1. alignment with the Library's vision and priorities,
2. acting as ambassador for the Library,
3. connecting the Library with potential donors, and
4. educating the community about the value and impact of philanthropy to the Library.

LIBRARY ROLES AND RESPONSIBILITIES

The Library Development Office will focus library efforts on the following:

1. corporate/institutional giving,
2. individual giving/major gifts including restricted, unrestricted and endowment gifts, and
3. planned giving.

To these ends, the Library will:

A. Communicate the Library's vision, mission, strategic plan, funding needs and annual priorities.

Annually, the Library will communicate to the Foundation the fundraising targets, goals, priorities, and funding levels of the Library, based on funding needs and the strategic plan, according to the following timeline:

1. **January** - Annual funding priorities will be communicated to the Foundation at the start of each calendar year at the January Foundation Board Meeting,
2. **February** - Library Administration will meet with the Foundation Advancement Committee and
 - a. based on funding priorities and the Library's own development activities and targets, the Library will present a fundraising target for the Foundation for the current year,
 - b. the Library will provide suggested strategies for the Foundation to reach the targets including the annual appeal and other activities as identified for the year,
 - c. the Foundation Advancement Committee will select a funding priority from the list provided by the Library and will coordinate all activities with the Library's Development Department.
3. **March** -The Foundation Advancement Committee will present the target, priority, and strategies for approval by the Foundation Board at the March Foundation Board meeting.

B. Create and share a case statement. The Library will create a 1-2-page Case Statement to be utilized by Library leaders and volunteer ambassadors to encourage philanthropic investments in library projects, programs, and the Library's mission.

C. Establish an annual calendar of events. Library Development staff will establish an annual list of events which clearly identifies opportunities for Foundation participation. These events include but are not limited to:

1. Donor appreciation events
2. Direct Mail appeal letters
3. Annual report distribution
4. Stewardship emails

D. Develop a marketing and communications plan. Library Development staff will provide a marketing and communications plan to be used by the Foundation in any fundraising activities.

E. Acknowledge any support provided by the Foundation. The Library Development staff will acknowledge any Foundation support of the Library in publicity and promotional materials.

F. Provide website and physical space: The Library will:

1. Provide space on the Library website for content provided by the Foundation and/or a link to the Foundation's website from the Library's homepage.
2. Provide meeting rooms to the Foundation in accordance with the Library Meeting Room Policy.

G. Provide staff support: The Library will provide staff support for Foundation activities as available and as determined by the Library. The Library's External Relations and Development Director will serve as a staff liaison to the Foundation and attend all meetings of the Foundation Board as Ex-Officio.

FOUNDATION ROLES AND RESPONSIBILITIES

Based on the fundraising targets, goals, priorities, and funding levels communicated by Library staff, the Foundation will:

1. develop and execute bi-annual appeals,
2. participate in all identified Library fund-raising activities,
3. promote library programs, services, and collections, and
4. advocate on behalf of the library.

To these ends, the Foundation will:

- A. In compliance with its bylaws, recruit sufficient Board members to fulfill the Foundation's mission and conduct its activities.
- B. Pay 5% of the Library Development Associate's annual compensation. The Associate's responsibilities shall include facilitating ongoing communications between the Library and the Foundation, attending meetings and programs, providing fundraising support as needed, assisting with the planning, executing, and evaluating all the Foundation's fundraising activities, collectively not to exceed 5% of their time.
- C. Coordinate with the Library in planning any events that take place in support of the Library.
- D. Reimburse the Library for operating expenses relating to Foundation fundraising activities, including but not limited to printing, catering, donor development and management fees, event expenses, postage, etc.
- E. Support the goals and objectives of the Library's mission and strategic plan, as well as the vision, priorities, and policies set forth by the Library Board of Trustees, by being informed advocates for the Library.
- F. Engage in an annual financial audit utilizing the audit firm that provides service to the Library to avoid duplication of audit services. The Foundation will maintain insurance coverage including Directors and Officers liability. The Foundation board of directors will prepare necessary government reports at its own expense, including IRS Form 990, and comply with the Foundation's articles of organization/incorporation, bylaws, and applicable federal and state laws and regulations, including those of the State Corporation Commission.
- G. Acknowledge that the Library has the sole authority to determine whether to accept or decline any gift or donations to the Library.
- H. Manage and maintain all financial records and provide the Library Development Director with a monthly statement on the first of each month that includes all income and expenditures. Income will include all gifts and the statement will include full donor information and donation amount. The Foundation is responsible for providing its' own accounting services.

PROCESS FOR COLLABORATION

The Library and the Foundation will work together to develop and maintain an ongoing collaborative relationship, and together actively seek out opportunities to support and build awareness of the Library and the Foundation in the community. Both parties will engage in an ongoing dialogue to facilitate communication and collaboration.

- A. The Library Board of Trustees will assign one Trustee to serve one-year terms as a liaison to the Foundation Board of Directors ("the Board Liaison"). The Board Liaison and the Library Director (or designate) will serve as non-voting ex-officio members of the Foundation board of directors and may attend meetings and provide updates. The Library Director (or designate) will serve as the liaison to the executive committee and may choose to assign a library liaison to serve on each of the Foundation's committees.
- B. The Library Director (or designate) will provide periodic presentations and information sessions to the Foundation.
- C. The Library retains full legal authority to pursue its own fundraising opportunities, fundraising partnerships, grants, and gifts that advance the Library's mission, priorities, and goals, in addition to those priorities and gifts addressed by Foundation funding.
- D. The Library Development Director will present any Funding request for Foundation funds in writing before the next regularly scheduled meeting of the Foundation Board. Upon approval of a request by the Foundation Board, the Foundation will issue a check within 10 days. Both parties understand that requests from the Library Development Director may constitute advance funding for certain projects and/or may constitute reimbursement for funds already expended by the Library.
- E. The Foundation will maintain and share all meeting minutes and agendas with the Library Development Director.
- F. The Library Board of Trustees will maintain and share all meeting minutes and agendas with the Foundation.
- G. The Foundation President (or designee) may attend Library Board of Trustee meetings and may make comments according to the guidelines established governing public comments.
- H. The Library and the Foundation will review this MOU at least annually, or as needed. Either party may request revisions and clarifications in writing.
- I. This Memo constitutes the entire understanding between the parties regarding the subject matter hereof and supersedes all other agreements, oral and/or written, between the parties hereto.

On a motion by Mr. Thomas, seconded by Ms. Woodhull, the Board approved the MOU with the Foundation.

Ayes: All
Nays: None

Mr. Williamson, the Liaison to the Foundation, noted that the Foundation's Board has not yet reviewed the MOU, and may return with revisions prior to their own approval.

NEW BUSINESS

President Thomas welcomed Ms. Kelly Geers to the Board.

Ms. Isom recognized National Women's History Month, International Women's History Day, and Equal Pay Day for Women. She acknowledged those who have come before who have pushed for equity and inclusion.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, April 17, 2024 at 4:00 p.m. in the Board 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.

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

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

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

Ayes: All
Nays: None

The Board entered Executive Session at 5:37 p.m. and returned to open session at 6:11 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 found that he has exceeded expectations. They are particularly pleased by his efforts with an EDI lens to program, staff and recruit employees to the Library. They also appreciate his efforts to work as a team with the members of his Cabinet as well as the other staff. The Board expects that his efforts in the coming year will reflect the importance of maintaining partnerships throughout the service area, and that he will maintain his focus on the financial health of the library, specifically to be thoughtful of meeting the needs of the financial challenges of the organization.

On a motion by Mr. Thomas, seconded by Mr. Williamson, the Board approved a 4% increase to the Executive Director's salary, an additional 6 days of annual vacation leave per year, as well as the Library's commitment to pay the Executive Director's OPERS contribution on his behalf, equivalent to 10% of his annual salary, all to be effective March 24, 2024.

Ayes: Five
Nays: None
Abstentions: One

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board adjourned at 6:12 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 17, 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 March 20, 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.

- Tara Campbell

6. STRATEGIC PLAN REFRESH- ACTION

Jill Billman-Royer of Burges and Burges will review the proposed Strategic Plan Refresh.

7. MONTHLY FINANCIAL REPORT - ACTION

The Monthly Financial Report for March 2024 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>
3/15/2024	PLF	1,523,691.75	1,523,691.75		
3/12/2024	RE Tax Receipts	1,751,615.55	961,226.34	790,389.21	Debt Service

Total	3,275,307.30	2,484,918.09	790,389.21
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8. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

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

- Dr. Karlos L. Marshall, Director, Equity, Diversity and Inclusion- EDI Flight Plan
- Amber Cristofaro, Early Literacy Coordinator- Kindergarten Club Update

9. CORRESPONDENCE

Since the February Board Meeting, the Board received a letter from the Montgomery County Common Pleas Court regarding the upcoming term expiration for Myla Cardona-Jones, who is fulfilling an unexpired term. The Board are asked whether they wish for Ms. Cardona-Jones to be reappointed.

The letter is included in the Board packets.

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 15, 2024 at 4:00 p.m. in the Community Room at the West Carrollton Branch 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:

Martha Ballinger, Information Services Librarian, Special Collections, to participate in the “Basics of Archives” webinar sponsored by University of Wisconsin from June 10, 2024 through August 4, 2024. It is further recommended that registration in the amount of \$360.00 be reimbursed by the Board.

Hilary Browning, Fiscal Officer/Finance Director, to attend “OLC CPIM Fiscal Officer Conference” sponsored by OLC and held in Columbus, OH from April 18, 2024 through April 19, 2024. It is further recommended that registration in the amount of \$215.00, mileage in the amount of \$109.21, lodging in the amount of \$187.00, and meals in the amount of \$60.00 be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend the “Society of Ohio Archivists Annual Meeting” sponsored by Society of Ohio Archivists and held in Columbus, OH from May 16, 2024 through May 17, 2024. It is further recommended that registration in the amount of \$50.00, mileage in the amount of \$99.83, and meals in the amount of \$60.00 be reimbursed by the Board.

Westly Davis, Accounting Manager, Finance, to attend the “OLC CPIM- Public Library Fiscal Officer Conference” sponsored by OLC and held in Columbus, OH from April 18, 2024 to April 19, 2024. It is further recommended that registration in the amount of \$430.00, mileage in the amount of \$272.21, parking in the amount of \$40.00, lodging in the amount of \$250.00, and meals in the amount of \$120.00 be reimbursed by the Board.

Ally Doerman-Bays, Teen Services Librarian, Brookville Branch Library, and Ambrose Weidner, Teen Services Librarian, Main Youth Services, to participate in the “Take 5: Building a Foundation” webinar being sponsored by Take 5 and held on May 3, 2024. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Phillip Dunlevy, Facilities Manager, Facilities, to participate in the “Facility Management Professional Certification” on-demand webinar sponsored by IFMA. It is further recommended that registration in the amount of \$1,850.00 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend “Public Library Association 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, mileage in the amount of \$93.01, parking in the amount of \$40.00, lodging in the amount of \$395.66, and meals in the amount of \$120.00 be reimbursed by the Board.

Kristina Hill, Community Wellness Specialist, Community Development, to attend “Sowing Seeds to Harvest Hope,” sponsored by Ohio Children of Incarcerated Parents Initiative Summit being held in Dublin, OH from April 16, 2024 through April 17, 2024. It is further recommended that registration in the amount of \$108.55, mileage in the amount of \$97.15, lodging in the amount of \$216.88, and meals in the amount of \$60.00 be reimbursed by the Board.

Jennifer Johnson, Information Services Assistant, to participate in the “Creating Interactive Storytimes with Music, Play and More” webinar sponsored by ALSC and ALA E-Learning on April 30, 2024. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Allison Knight, Youth Services Director, Youth Services, to attend “ALSC National Institute” sponsored by ALSC/ALA and held in Denver, CO from September 19, 2024 through September 21, 2024. It is further recommended that registration in the amount of \$399.00, airfare in the amount of \$656.00, ground transportation in the amount of \$120.00, parking in the amount of \$35.00, lodging in the amount of \$660.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, Equity, Diversity and Inclusion, to participate in the “OLC New Directors Workshop Series” sponsored by Ohio Library Association and held in Columbus, OH beginning May 14, 2024 and ending August 28, 2024. It is further recommended that registration in the amount of \$400.00 and mileage in the amount of \$424.51 be reimbursed by the Board.

Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, Equity, Diversity and Inclusion, to attend “National Conference of African American Librarians 2024” sponsored by Black Caucus of ALA and held in New Orleans, LA from July 24, 2024 through July 27, 2024. It is further recommended that registration in the amount of \$300.00, airfare in the amount of \$604.20, ground transportation in the amount of \$168.00, parking in the amount of \$60.00, lodging in the amount of \$975.00, and meals in the amount of \$240.00 be reimbursed by the Board.

Austin Railey III, Government Relations and Advocacy Director, External Relations, to attend “OLC Legislative Day” sponsored by OLC and held in Columbus, OH on April 24, 2024. It is further recommended that registration in the amount of \$45.00, mileage in the amount of \$94.60, parking in the amount of \$20.00, and meals in the amount of \$60.00 be reimbursed by the Board.

Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, to attend “InfoComm” sponsored by Avixa and held in Las Vegas, NV from June 11, 2024 through June 13, 2024. It is further recommended that registration in the amount of \$749.00, airfare in the amount of \$545.75, ground transportation in the amount of \$45.60, parking in the amount of \$40.00, lodging in the amount of \$1,020.00 and meals in the amount of \$180.00 be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “OLC Legislative Day” sponsored by OLC and held in Columbus, OH on April 24, 2024. It is further recommended that registration in the amount of \$45.00, mileage in the amount of \$94.60, and parking in the amount of \$20.00, be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Kurt Bell, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective March 24, 2024 at the rate of \$19.00 per hour.

Matt Buelsing, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Miami Township Branch Library, effective March 24, 2024 at the rate of \$18.61 per hour.

LaShaunda Gates, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 7, 2024 at the rate of \$19.00 per hour.

Max Harshman, Facilities Technician, full-time, Grade 09, Facilities, effective March 24, 2024 at the rate of \$19.69 per hour.

Wendy Knapp, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective May 5, 2024 at the rate of \$36.5385 per hour.

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

Ashley Jackson, Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective April 7, 2024 at the rate of \$16.27 per hour.

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

Ryann Pope, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective April 7, 2024 at the rate of \$18.80 per hour.

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

Alex Nagy, Information Services Librarian, Substitute, Grade Sub11, Southeast Branch Library, from Information Services Librarian, Substitute, Grade Sub11, Kettering-Moraine Branch Library, effective March 24, 2024 at the rate of \$20.16 per hour.

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

Phillip Dunlevy, Facilities Director, full-time, Grade S10, Facilities, from Facilities Manager, full-time, Grade S10, Facilities, effective April 7, 2024 at the rate of \$38.7553 per hour.

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

Michael Collins, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective March 5, 2024 for 44.72 hours for illness.

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

John Elison, Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, from Teen Services Librarian, full-time, Grade 11, Main Youth Services, effective May 19, 2024 at the rate of \$28.8462 per hour.

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

Kurt Bell, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective March 29, 2024.

Beth Cole, Patron Services Assistant, 3/5-time, Grade 05, Miamisburg Branch Library, effective March 18, 2024.

Jared Hooten, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Northmont Branch Library, effective April 14, 2024.

Suzanne Kirchner, Information Services Librarian, Substitute, Grade Sub11, Outreach Services, effective April 7, 2024.

Olivia Newmark, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective March 21, 2024.

Bailey Rogers, Teen Services Librarian, full-time, Grade 11, New Lebanon Branch Library, effective April 12, 2024.

Gabriela Varnson, Teen Services Librarian, full-time, Grade 11, Southeast Branch Library, effective March 15, 2024.

Charlton Woodruff, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective November 27, 2023.

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

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective March 15, 2024.

C. GIFTS AND GRANTS

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

\$50.00 from Dayton LaSertoma Club on March 15, 2024.

\$10.00 from Sachin Jindal on March 17, 2024.

\$250.00 from Melinda Eaton on March 19, 2024.

\$250.00 from Sue Hickle on March 23, 2024.

\$10.00 from Anthony Chambers on March 23, 2024.

\$50.00 from Brittany Mikolajewski on March 25, 2024.

\$50.00 from Melissa Gwinn on March 26, 2024.

\$50.00 from Camyel Young on March 26, 2024.

\$100.00 from Angelina Grosso on March 27, 2024.

\$20.00 from Rob Hardy on March 27, 2024.

\$2,000.00 from Rebecca Williams on March 28, 2024.

\$50.00 from Gerri Lynch on March 30, 2024.

\$1,000.00 from Jacquelyn Waggamon on April 3, 2024.

\$500.00 from Sara Woodhull on April 3, 2024.

\$250.00 from Winnie Johnson on April 3, 2024.

\$100.00 from Kelly and Jeff Geers on April 3, 2024.

\$100.00 from David Williamson on April 3, 2024.

\$100.00 from Dr. Karlos L. Marshall on April 3, 2024.

\$100.00 from Jacquelyn Waggamon on April 3, 2024.

\$50.00 from Adrienne Daniels on April 3, 2024.

\$50.00 from Mackensie and Phil Wittmer on April 3, 2024.

\$25.00 from Allison Knight on April 3, 2024.

\$20.00 from Amber Cristafaro on April 3, 2024.

\$1,000.00 from Jacqueline Gamblin on April 4, 2024.

\$280.00 from Jeffrey Trzeciak on April 4, 2024.

\$50.00 from Paul and Cheryl Robinson on April 4, 2024.

\$10.00 from Heather Ruch on April 4, 2024.

\$1,000.00 from Dr. Bob Brandt Jr, on April 4, 2024.

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

\$25,000.00 from CenterPoint Energy System on April 12, 2024.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, April 17, 2024, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, Kelly Geers, Myla Cardona-Jones,
Carl Kennebrew, Shannon Isom (in at 4:01 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.

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. Geers, seconded by Ms. Cardona-Jones, the minutes of the Board meeting of March 20, 2024 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:

Martha Ballinger, Information Services Librarian, Special Collections, to participate in the “Basics of Archives” webinar sponsored by University of Wisconsin from June 10, 2024 through August 4, 2024. It is further recommended that registration in the amount of \$360.00 be reimbursed by the Board.

Hilary Browning, Fiscal Officer/Finance Director, to attend “OLC CPIM Fiscal Officer Conference” sponsored by OLC and held in Columbus, OH from April 18, 2024 through April 19, 2024. It is further recommended that registration in the amount of \$215.00, mileage in the amount of \$109.21, lodging in the amount of \$187.00, and meals in the amount of \$60.00 be reimbursed by the Board.

Rachael Bussert, Local History Librarian, Special Collections, to attend the “Society of Ohio Archivists Annual Meeting” sponsored by Society of Ohio Archivists and held in Columbus, OH from May 16, 2024 through May 17, 2024. It is further recommended that registration in the amount of \$50.00, mileage in the amount of \$99.83, and meals in the amount of \$60.00 be reimbursed by the Board.

Westly Davis, Accounting Manager, Finance, to attend the “OLC CPIM- Public Library Fiscal Officer Conference” sponsored by OLC and held in Columbus, OH from April 18, 2024 to April 19, 2024. It is further recommended that registration in the amount of \$430.00, mileage in the amount of \$272.21, parking in the amount of \$40.00, lodging in the amount of \$250.00, and meals in the amount of \$120.00 be reimbursed by the Board.

Ally Doerman-Bays, Teen Services Librarian, Brookville Branch Library, and Ambrose Weidner, Teen Services Librarian, Main Youth Services, to participate in the “Take 5: Building a Foundation” webinar being sponsored by Take 5 and held on May 3, 2024. It is further recommended that registration in the amount of \$25.00 each be reimbursed by the Board.

Phillip Dunlevy, Facilities Manager, Facilities, to participate in the “Facility Management Professional Certification” on-demand webinar sponsored by IFMA. It is further recommended that registration in the amount of \$1,850.00 be reimbursed by the Board.

Yoonmee Hampson, Branch Library Manager, Trotwood Branch Library, to attend “Public Library Association 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, mileage in the amount of \$93.01, parking in the amount of \$40.00, lodging in the amount of \$395.66, and meals in the amount of \$120.00 be reimbursed by the Board.

Kristina Hill, Community Wellness Specialist, Community Development, to attend “Sowing Seeds to Harvest Hope,” sponsored by Ohio Children of Incarcerated Parents Initiative Summit being held in Dublin, OH from April 16, 2024 through April 17, 2024. It is further recommended that registration in the amount of \$108.55, mileage in the amount of \$97.15, lodging in the amount of \$216.88, and meals in the amount of \$60.00 be reimbursed by the Board.

Jennifer Johnson, Information Services Assistant, to participate in the “Creating Interactive Storytimes with Music, Play and More” webinar sponsored by ALSC and ALA E-Learning on April 30, 2024. It is further recommended that registration in the amount of \$79.00 be reimbursed by the Board.

Allison Knight, Youth Services Director, Youth Services, to attend “ALSC National Institute” sponsored by ALSC/ALA and held in Denver, CO from September 19, 2024 through September 21, 2024. It is further recommended that registration in the amount of \$399.00, airfare in the amount of \$656.00, ground transportation in the amount of \$120.00, parking in the amount of \$35.00, lodging in the amount of \$660.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, Equity, Diversity and Inclusion, to participate in the “OLC New Directors Workshop Series” sponsored by Ohio Library Association and held in Columbus, OH beginning May 14, 2024 and ending August 28, 2024. It is further recommended that registration in the amount of \$400.00 and mileage in the amount of \$424.51 be reimbursed by the Board.

Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, Equity, Diversity and Inclusion, to attend “National Conference of African American Librarians 2024” sponsored by Black Caucus of ALA and held in New Orleans, LA from July 24, 2024 through July 27, 2024. It is further recommended that registration in the amount of \$300.00, airfare in the amount of \$604.20, ground transportation in the amount of \$168.00, parking in the amount of \$60.00, lodging in the amount of \$975.00, and meals in the amount of \$240.00 be reimbursed by the Board.

Austin Railey III, Government Relations and Advocacy Director, External Relations, to attend “OLC Legislative Day” sponsored by OLC and held in Columbus, OH on April 24, 2024. It is further recommended that registration in the amount of \$45.00, mileage in the amount of \$94.60, parking in the amount of \$20.00, and meals in the amount of \$60.00 be reimbursed by the Board.

Aaron Smith, Audio-Visual Systems Manager, Information Technology Services, to attend “InfoComm” sponsored by Avixa and held in Las Vegas, NV from June 11, 2024 through June 13, 2024. It is further recommended that registration in the amount of \$749.00, airfare in the amount of \$545.75, ground transportation in the amount of \$45.60, parking in the amount of \$40.00, lodging in the amount of \$1,020.00 and meals in the amount of \$180.00 be reimbursed by the Board.

Jeffrey Trzeciak, Executive Director, Executive Administration, to attend “OLC Legislative Day” sponsored by OLC and held in Columbus, OH on April 24, 2024. It is further recommended that registration in the amount of \$45.00, mileage in the amount of \$94.60, and parking in the amount of \$20.00, be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENTS

Kurt Bell, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective March 24, 2024 at the rate of \$19.00 per hour.

Matt Buelsing, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Miami Township Branch Library, effective March 24, 2024 at the rate of \$18.61 per hour.

LaShaunda Gates, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 7, 2024 at the rate of \$19.00 per hour.

Max Harshman, Facilities Technician, full-time, Grade 09, Facilities, effective March 24, 2024 at the rate of \$19.69 per hour.

Wendy Knapp, Branch Library Manager, full-time, Grade S09, Huber Heights Branch Library, effective May 5, 2024 at the rate of \$36.5385 per hour.

CHANGE IN HOURS

Ashley Jackson, Patron Services Assistant, full-time, Grade 05, New Lebanon Branch Library, from Patron Services Assistant, 2/5-time, Grade 05, New Lebanon Branch Library, effective April 7, 2024 at the rate of \$16.27 per hour.

CHANGE IN LOCATION

Ryann Pope, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective April 7, 2024 at the rate of \$18.80 per hour.

CHANGE IN POSITION

Alex Nagy, Information Services Librarian, Substitute, Grade Sub11, Southeast Branch Library, from Information Services Librarian, Substitute, Grade Sub11, Kettering-Moraine Branch Library, effective March 24, 2024 at the rate of \$20.16 per hour.

CHANGE IN TITLE

Phillip Dunlevy, Facilities Director, full-time, Grade S10, Facilities, from Facilities Manager, full-time, Grade S10, Facilities, effective April 7, 2024 at the rate of \$38.7553 per hour.

LEAVE WITHOUT PAY

Michael Collins, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective March 5, 2024 for 44.72 hours for illness.

PROMOTION, CHANGE IN LOCATION

John Elison, Assistant Branch Library Manager, full-time, Grade S07, Northwest Branch Library, from Teen Services Librarian, full-time, Grade 11, Main Youth Services, effective May 19, 2024 at the rate of \$28.8462 per hour.

RESIGNATION

Kurt Bell, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective March 29, 2024.

Beth Cole, Patron Services Assistant, 3/5-time, Grade 05, Miamisburg Branch Library, effective March 18, 2024.

Jared Hooten, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Northmont Branch Library, effective April 14, 2024.

Suzanne Kirchner, Information Services Librarian, Substitute, Grade Sub11, Outreach Services, effective April 7, 2024.

Olivia Newmark, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective March 21, 2024.

Bailey Rogers, Teen Services Librarian, full-time, Grade 11, New Lebanon Branch Library, effective April 12, 2024.

Gabriela Varnson, Teen Services Librarian, full-time, Grade 11, Southeast Branch Library, effective March 15, 2024.

Charlton Woodruff, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective November 27, 2023.

TERMINATION

Jacqui Taylor, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective March 15, 2024.

GIFTS AND GRANTS

The following gifts and grants were approved by the Board:

GIFTS

\$50.00 from Dayton LaSertoma Club on March 15, 2024.

\$10.00 from Sachin Jindal on March 17, 2024.

\$250.00 from Melinda Eaton on March 19, 2024.

\$250.00 from Sue Hickle on March 23, 2024.

\$10.00 from Anthony Chambers on March 23, 2024.

\$50.00 from Brittany Mikolajewski on March 25, 2024.

\$50.00 from Melissa Gwinn on March 26, 2024.

\$50.00 from Camyel Young on March 26, 2024.

\$100.00 from Angelina Grosso on March 27, 2024.
\$20.00 from Rob Hardy on March 27, 2024.
\$2,000.00 from Rebecca Williams on March 28, 2024.
\$50.00 from Gerri Lynch on March 30, 2024.
\$1,000.00 from Jacquelyn Waggamon on April 3, 2024.
\$500.00 from Sara Woodhull on April 3, 2024.
\$250.00 from Winnie Johnson on April 3, 2024.
\$100.00 from Kelly and Jeff Geers on April 3, 2024.
\$100.00 from David Williamson on April 3, 2024.
\$100.00 from Dr. Karlos L. Marshall on April 3, 2024.
\$100.00 from Jacquelyn Waggamon on April 3, 2024.
\$50.00 from Adrienne Daniels on April 3, 2024.
\$50.00 from Mackensie and Phil Wittmer on April 3, 2024.
\$25.00 from Allison Knight on April 3, 2024.
\$20.00 from Amber Cristafaro on April 3, 2024.
\$1,000.00 from Jacqueline Gamblin on April 4, 2024.
\$280.00 from Jeffrey Trzeciak on April 4, 2024.
\$50.00 from Paul and Cheryl Robinson on April 4, 2024.
\$10.00 from Heather Ruch on April 4, 2024.
\$1,000.00 from Dr. Bob Brandt Jr, on April 4, 2024.

GRANTS

\$25,000.00 from CenterPoint Energy System on April 12, 2024.

Ayes: All
Nays: None

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

COMMENTS FROM THE GENERAL PUBLIC

Tara Campbell, Executive President of Dayton United for Human Rights, thanked the Board and the Library for having her, and explained how important Dayton Metro Library spaces have been to her organization. They routinely meet in the Library, and use the Green Screen Room at Main to create weekly podcasts. Dayton United hopes to establish Dayton as a Human Rights City in 2025, and the work being done in Dayton Metro Library has been essential to their efforts. The Forum has been reserved for an event in December. She thanked the Library for all that it offers the community.

STRATEGIC PLAN REFRESH

Jill Billman-Royer of Burges and Burges shared the Strategic Plan Refresh, which is proposed to be adopted and to continue through 2025.

On a motion by Ms. Isom, seconded by Ms. Cardona-Jones, the Strategic Plan Refresh was approved by the Board.

Ayes: All

Nays: None

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for March 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>
3/15/2024	PLF	1,523,691.75	1,523,691.75		
3/12/2024	RE Tax Receipts	1,751,615.55	961,226.34	790,389.21	Debt Service
Total		3,275,307.30	2,484,918.09	790,389.21	

On a motion by Mr. Kennebrew, seconded by Ms. Woodhull, the March 2024 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 shared that Art and Soul, a juried art exhibit celebrating the creativity and talent of Ohio artists with developmental disabilities, is currently on display in the Main Library's second-floor gallery, and will be through the end of April. This exhibit will be followed by a curated exhibit by the African American Visual Artists Guild for the months of May and June.

The Executive Director also congratulated Dr. Karlos L. Marshall and Bradley Kuykendall for co-chairing an extremely successful "Black Men in Libraries" program during the PLA conference in Columbus. This program drew attention to the fact that in the United States, Black men hold less than 1% of all MLIS degrees, and discussed strategies by which the profession may be further diversified.

The Executive Director shared that Dayton Metro Library was recently selected as a 2024 Marquee Health Excellence in Wellness award winner. The Library was one of 25 out of a pool of more than 750 companies to be awarded. The criteria were: program engagement, total well-being support, improvements in clinical outcomes, and strong leadership support and participation. The Executive Director congratulated Deansai Myers, the Human Resources staff, and the Wellness Committee for the award.

Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, shared the EDI Flight Plan with the Board. This presentation provided a reminder of the Equity Audits which have taken place over

the last few years, as well as an overview of the plans to deliver upon the Board's 2023 EDI Board Action. The Flight Plan will be in effect through the remainder of 2024, and will culminate with a three-year EDI Strategic Plan.

Amber Cristofaro, Early Literacy Coordinator, provided an overview and update about the Library's Kindergarten Club program series. This program seeks to improve kindergarten readiness, and to build social-emotional, language and literacy, fine and gross motor skills. This program was piloted at Miamisburg, and has now been expanded to 12 library locations, with a plan to include all 17 branches in summer 2024. The expansion of this program has been enabled by a Libraries Accelerating Learning grant which was received in 2022 from the Ohio Department of Education.

CORRESPONDENCE

Since the February Board Meeting, the Board received a letter from the Montgomery County Common Pleas Court regarding the upcoming term expiration for Myla Cardona-Jones, who is fulfilling an unexpired term. The Board are asked whether they wish for Ms. Cardona-Jones to be reappointed.

President Thomas explained that he intends to suggest Ms. Cardona-Jones be reappointed, having previously confirmed her desire to remain on the Board.

NEW BUSINESS

President Thomas expressed his pleasure that the legacy of Electra Collins Doren had recently received local media attention, and commended the External Relations staff for assisting those efforts. President Thomas also explained that he recently had occasion to visit the Electra C. Doren Branch Library, which he recommends highly.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, May 15, 2024 at 4:00 p.m. in the Community Room at the West Carrollton Branch Library.

ADJOURNMENT

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

Ayes: All
Nays: None

DAYTON METRO LIBRARY

REVISED- AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 15, 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 April 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 Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, in order to attend Indiana University-Purdue University Indianapolis, School of Informatics and Computing.

It is recommended that the Board approve the Tuition Reimbursement Agreement between the Board and Danielle Oh, Information Services Assistant, West Carrollton Branch Library, in order to attend 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:

Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, for the course “Methods for the Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,478.00 and the course “Tools and Technology for the Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,478.00 for a total of \$2,956.00.

Danielle Oh, Information Services Assistant, West Carrollton Branch Library, for the course “Methods for the Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,478.00 and the course “Tools and Technology for the Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,478.00 for a total of \$2,956.00.

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 Report for April 2024 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>
4/15/2024	PLF	1,152,966.00	1,152,966.00		
4/15/2024	RE Taxes	890,553.00	432,141.00	458,412.00	Debt Service
4/15/2024	Public Utility Taxes	777,107.00	489,186.00	287,921.00	Debt Service
Total		2,820,626.00	2,074,293.00	746,333.00	

7. EXECUTIVE DIRECTOR’S REPORT – INFORMATION

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

- New Manager Introduction: Wendy Knapp, Branch Library Manager, Huber Heights Branch Library
- Taylor Collection- Jamie McQuinn, Special Collections Manager, Karen D. Brame, Information Services Librarian, and Rachael Bussert, Local History Librarian
- BIPOC ERG- Dr. Karlos L. Marshall, Director of Equity, Diversity, Inclusion, and Destinee Hamilton, Human Resources Assistant, Christian Elder, Youth Services Manager, and Westly Davis, Accounting Manager
- All Abilities Adventure- Katie DePew, Information Services Assistant

8. RESOLUTION REQUESTING THE COUNTY AUDITOR TO CERTIFY CERTAIN INFORMATION REGARDING AN ADDITIONAL 1.00 MILS FOR FIVE YEARS - ACTION

WHEREAS, the electors of the Library district comprising of all school districts within Montgomery County except Centerville, Oakwood and Valley View Districts approved a 1.75 mil continuous tax levy in 2009 for the purposes of current expenses for the Dayton Metro Library; and,

WHEREAS, this Board of Library Trustees has determined that the current 1.75 mil tax levy will be insufficient to provide adequate funding for the necessary expenses in 2025 and subsequent years; and,

WHEREAS, in accordance with Division B) of the Section 5705.03 of the Revised Code, in order to submit the question of a tax levy pursuant to section 5705.192 and 5705.23 of the Revised Code, this Board must request that the Montgomery County Auditor certify (i) the total current tax valuation of the district and (ii) the dollar amount of revenue that would be generated by the requested tax levy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, County of Montgomery, State of Ohio, that:

Section 1. It is hereby determined and recited that the Dayton Metro Library was established as a county public library district to serve all school districts in Montgomery County, except the Centerville, Oakwood and Valley View Districts. Accordingly, this Board is charged with title, custody, control and maintenance of a public library and is entitled to proceed under Sections 5705.192 and 5705.23 of the Revised Code to initiate proceedings for the submission of the question of an Additional levy to the electors of that Library District at the election to be held on November 5, 2024.

Section 2. This Board hereby finds, determines and declares that the amount of the taxes which may be raised with the ten-mil limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Dayton Metro Library and that it is therefore necessary to request an Additional 1.00 mils tax levy outside of the ten-mil limitation and the increase will constitute a tax in excess of such limitation for the purpose of the current expenses of the Dayton Metro Library at a rate not to exceed an Additional 1.00 mils for each one dollar of valuation, for tax and collection year starting in January 2025 and to run for five (5) consecutive years.

Section 3. The Board requests the Montgomery County Auditor to certify to it both (i) the total current tax valuation of the Dayton Metro Library's district, and (ii) the dollar amount of revenue that would be generated by the proposed Additional 1.0 mil levy.

9. TRESPASS POLICY

The Executive Director recommends the approval of the following Trespass Policy:

I. POLICY

It is the goal of the Dayton Metro Library to maintain a safe, crime free environment for patrons, staff, volunteers, and contractors while also providing a welcoming and accessible space for all members of the community. Anyone committing a crime on DML property will be served trespass papers and criminally trespassed.

II. DEFINITIONS

Crime: Any act that is against local, state or federal law.

Criminal trespassing: Entering onto or remaining on library property after having been served a Trespass Notice or otherwise being notified that the person does not have privilege to be on library property. See ORC 2911.21. Safety and Protective Services (SPS) will determine if the patron has violated a Trespass Notice and if so, will call police to have the patron arrested.

Ban: Request that a patron leave for violating the library's code of conduct, typically for between 1 and 30 days. This is a request made by library staff or Safety and Protective

Services contractors not by police or other officer of the law. See policy PS 313 Problems Involving Patrons.

III. REGULATIONS

1. Library staff and Safety and Protective Services (SPS) contractors may request that disruptive patrons who are violating policy PS 310, library code of conduct, leave the library for between 1 and 30 days. This ban is verbal and does not involve police unless the patron elevates inappropriate behavior to an extreme level.
2. Extreme violators, who are caught committing a crime on library property, will be served a Trespass Notice and trespassed. Eye-witness or videotaped evidence may be used to determine that a trespass is warranted.
3. Anyone who has been served a Trespass Notice and returns to any library property while trespass is still in effect will be formally charged with criminal trespassing.
4. Questions or concerns from patrons about a trespass can be made to the Safety and Protective Services Director.

IV. PROCEDURES

1. Regardless of incident type, all involved staff will write an individual incident report.
2. After verifying that a crime has been committed, Safety and Protective Services (SPS) staff will contact police and have a Trespass Notice served to the individual/s committing the crime.
3. Trespassed persons will be trespassed from all DML properties. DML will provide a list of library services that can be accessed offsite. SPS Director will convene a panel to review the request and respond to the patron. Questions and concerns from the trespassed person/s should be directed to the SPS Director.
4. SPS staff will ensure that the individual/s picture is sent to all public services managers.
5. Staff who see a trespassed person on the premise should immediately call DML Dispatch, who will save any recording of the person for verification and contact SPS management for approvals.
6. The SPS Director will convene a panel annually to review patrons that have been trespassed for at least one year to determine which may need to remain trespassed.
7. Staff questions about trespass policy should be directed to the SPS Director.

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, June 26, 2024, at 4:00 p.m. in the Board 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:

Karen Brame, Information Services Librarian, Special Collections, to participate in the “Graduate Certificate in Digital Storytelling” live attendance web conference sponsored by Harvard Extension School and held from September 5, 2024 through December 21, 2024. It is further recommended that registration in the amount of \$3,542.00 be reimbursed by the Board.

Mariah Busher, Information Services Librarian, Trotwood Branch Library, to attend “LibLearnX 2025” sponsored by the American Library Association and held in Phoenix, AZ, from January 24, 2025 through January 27, 2025. It is further recommended that registration in the amount of \$435.00, airfare in the amount of \$620.64, ground transportation in the amount of \$52.80, parking in the amount of \$50.00, lodging in the amount of \$1,536.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, to attend “Storytime Foundations” sponsored by Ohio Ready to Read and held in Columbus, OH on April 30, 2024. It is further recommended that mileage in the amount of \$94.07 be reimbursed by the Board.

Desiree Davey, Technology Development Director, Information Technology Services, Sarah Ewry, Senior Copy Cataloger, Cataloging, Janelle Oren, Senior Copy Cataloger, Cataloging, and Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, to attend “Ohio Innovative Users Group (OH-IUG) Conference,” sponsored by OH-IUG and held in Columbus, OH on October 25, 2024. It is further recommended that registration in the amount of \$25.00 each and mileage in the amount of \$94.47 each be reimbursed by the Board.

Katie Depew, Information Services Assistant, Miamisburg Branch Library, to attend “OLC Adult Services/Customer Service Conference” sponsored by Ohio Library Council and held in Columbus, OH on August 23, 2024. It is further recommended that registration in the amount of \$150.00 and mileage in the amount of \$112.02 be reimbursed by the Board.

Jennifer Dunnington, Senior Patron Services Assistant, West Carrollton Branch Library, to attend “Ohio Library Support Staff Institute Conference, sponsored by OLSSI and held in Tiffin, OH from July 28, 2024 through July 30, 2024. It is further recommended that mileage in the amount of \$186.26 and meals in the amount of \$60.00 be reimbursed by the Board.

Lynnette Feliciano, Information Services Assistant, Burkhardt Branch Library, to participate in the “Effective Communication” webinar sponsored by Library 2.0 on May 9, 2024. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

LaShaunda Gates, Safety and Protective Services Officer, Safety and Protective Services, and Zachary Williamson, Safety and Protective Services Officer, Safety and Protective Services, to attend “CPR/AED Training” sponsored by Focus Health Corp and held in

Dayton, OH on May 11, 2024. It is further recommended that registration in the amount of \$69.00 each be reimbursed by the Board.

Dani Gustavich, Children Services Librarian, Electra C. Doren Branch Library, to attend “OLC Adult Services/Customer Service Conference” sponsored by Ohio Library Council and held in Columbus, OH on August 23, 2024. It is further recommended that registration in the amount of \$150.00 and mileage in the amount of \$113.23 be reimbursed by the Board.

Liz Hale, Homework Help Manager, Youth Services, to attend “STEAM Summer Learning with Moonshot Ohio” sponsored by Moonshot Ohio and held in Westerville, OH on April 26, 2024. It is further recommended that registration in the amount of \$10.00 and mileage in the amount of \$81.74 be reimbursed by the Board.

Camee Hart, Outreach Services Manager, Outreach Services, to attend “ABOS Annual Conference,” sponsored by Association of Bookmobile and Outreach Services and held in Indianapolis, IN on October 14, 2024 through October 17, 2024. It is further recommended that registration in the amount of \$450.00, mileage in the amount of \$156.78, parking in the amount of \$60.00, lodging in the amount of \$795.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Jessica Hunter, Nonprofit Services Specialist, Community Development, to attend “National Philanthropy Day 2024” sponsored by the Association of Fundraising Pros and held in Dayton, OH on November 14, 2024. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Bradley Kuykendall, Floater Manager, Public Services Administration, to attend the “New Directors Workshop Series” sponsored by OLC and held in Columbus, OH from May 14, 2024 through August 28, 2024. It is further recommended that registration in the amount of \$400.00, and mileage in the amount of \$424.51 be reimbursed by the Board.

Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, Equity, Diversity and Inclusion, to attend “Cleveland Public Library- Benchmarking” being held in Cleveland, OH from September 18, 2024 through September 20, 2024. It is further recommended that airfare in the amount of \$538.16, ground transportation in the amount of \$96.00, parking in the amount of \$40.00, lodging in the amount of \$1,173.43, and meals in the amount of \$180.00 be reimbursed by the Board.

Samuel Robinson, Catalog Librarian, Cataloging, to participate in the “Ohio Valley Group of Technical Services Librarians Conference 2024” webinar being sponsored by OVGTSL from May 23, 2024 through May 24, 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 **Appointments** be accepted:

Thomas Baker, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective April 21, 2024 at the rate of \$16.11 per hour.

Kirk Keller, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 5, 2024 at the rate of \$19.00 per hour.

Dan Nelson, Patron Services Assistant, full-time, Grade 05, Brookville Branch Library, effective April 21, 2024 at the rate of \$16.11 per hour.

Troy Reaves, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective June 2, 2024 at the rate of \$18.61 per hour.

Zachary Williamson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 21, 2024 at the rate of \$19.00 per hour.

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

Phillip Green, Event Operations Assistant, 1/2-time, Grade 08, External Relations, from Event Operations Assistant, full-time, Grade 08, External Relations, effective May 5, 2024 at the rate of \$21.73 per hour.

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

Phillip Green, Event Operations Assistant, 1/2-time, Grade 08, External Relations, effective May 5, 2024 for 72.74 hours for personal reasons.

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 24, 2024 for 3.1 hours for illness.

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

Blair Hayes, Children Services Librarian, full-time, Grade 11, Southeast Branch Library, from Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective April 21, 2024 at the rate of \$22.36 per hour.

Seth Patrick, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, from Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective April 21, 2024 at the rate of \$22.36 per hour.

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

Courtney Motley, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, from Patron Services Assistant, Substitute, Grade Sub05, Patron Services, effective May 5, 2024 at the rate of \$18.61 per hour.

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

David Jenkins, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective May 9, 2024.

Aleda Smith, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective April 10, 2024.

E. **GIFTS AND GRANTS**

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

\$100.00 from Ron and Amy Rollins on April 12, 2024.

\$100.00 from Squire Brown on April 14, 2024.

\$10.00 from Rhoda Bishop on April 17, 2024.

\$10.00 from Sachin Jindal on April 17, 2024.
\$50.00 from Rebecca Morgann on April 17, 2024.
\$100.00 from Marjorie Harrell on April 18, 2024.
\$50.00 from Jaime Pacheco on April 18, 2024.
\$100.00 from Amy Schreier on April 18, 2024.
\$25.00 from Patricia DeWeese on April 19, 2024.
\$25.00 from Linda and William Halsey on April 19, 2024.
\$500.00 from Holly and Scott Richards on April 19, 2024.
\$100.00 from John and Joyce Wallach on April 19, 2024.
\$25.00 from Nichole Gervase on April 20, 2024.
\$25.00 from Carla and Arthur Buchanan on April 23, 2024.
\$10.00 from Anthony Chambers on April 23, 2024.
\$250.00 from James Miklasevich on April 23, 2024.
\$250.00 from Annie and Bob Walters on April 23, 2024.
\$100.00 from Steven and Beth Byington on April 25, 2024.
\$100.00 from Carole McCarthy on April 25, 2024.
\$100.00 from Angelina Grosso on April 27, 2024.
\$82.00 from Maxwell Mullin on April 27, 2024.
\$30.00 from Rob Hardy on April 30, 2024.
\$50.00 from Iris Igawa on April 30, 2024.
\$280.00 from Jeffrey Trzeciak on May 4, 2024.
\$250.00 from Eileen Pronto on May 7, 2024.
\$25.00 from Salon Gegel on May 8, 2024.
\$125.00 from Meijer #120 on May 9, 2024.

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

Dayton Metro Library did not receive any new Grants since the April Board of Trustees meeting.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, May 15, 2024, 4:00 p.m.

PRESENT: Nolan Thomas, Kelly Geers, Sara Woodhull, Shannon Isom,
David Williamson, Myla Cardona-Jones

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.

He thanked the staff of the West Carrollton Branch for hosting the meeting.

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 suggested that the motion be edited so that items 7 and 8 be switched in order, so that the Executive Director's report follow the Resolution Requesting the County Auditor to Certify Certain Information Regarding an Additional 1.00 mils for Five Years.

By unanimous consent, the Board approved the agenda as amended by President Thomas.

APPROVAL OF MINUTES

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

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Ms. Geers, seconded by Ms. Cardona-Jones, 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:

Karen Brame, Information Services Librarian, Special Collections, to participate in the “Graduate Certificate in Digital Storytelling” live attendance web conference sponsored by Harvard Extension School and held from September 5, 2024 through December 21, 2024. It is further recommended that registration in the amount of \$3,542.00 be reimbursed by the Board.

Mariah Busher, Information Services Librarian, Trotwood Branch Library, to attend “LibLearnX 2025” sponsored by the American Library Association and held in Phoenix, AZ, from January 24, 2025 through January 27, 2025. It is further recommended that registration in the amount of \$435.00, airfare in the amount of \$620.64, ground transportation in the amount of \$52.80, parking in the amount of \$50.00, lodging in the amount of \$1,536.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Amber Cristofaro, Early Literacy Coordinator, Youth Services, to attend “Storytime Foundations” sponsored by Ohio Ready to Read and held in Columbus, OH on April 30, 2024. It is further recommended that mileage in the amount of \$94.07 be reimbursed by the Board.

Desiree Davey, Technology Development Director, Information Technology Services, Sarah Ewry, Senior Copy Cataloger, Cataloging, Janelle Oren, Senior Copy Cataloger, Cataloging, and Miles Wagers, Integrated Library Systems Administrator, Information Technology Services, to attend “Ohio Innovative Users Group (OH-IUG) Conference,” sponsored by OH-IUG and held in Columbus, OH on October 25, 2024. It is further recommended that registration in the amount of \$25.00 each and mileage in the amount of \$94.47 each be reimbursed by the Board.

Katie Depew, Information Services Assistant, Miamisburg Branch Library, to attend “OLC Adult Services/Customer Service Conference” sponsored by Ohio Library Council and held in Columbus, OH on August 23, 2024. It is further recommended that registration in the amount of \$150.00 and mileage in the amount of \$112.02 be reimbursed by the Board.

Jennifer Dunnington, Senior Patron Services Assistant, West Carrollton Branch Library, to attend “Ohio Library Support Staff Institute Conference, sponsored by OLSSI and held in Tiffin, OH from July 28, 2024 through July 30, 2024. It is further recommended that mileage in the amount of \$186.26 and meals in the amount of \$60.00 be reimbursed by the Board.

Lynnette Feliciano, Information Services Assistant, Burkhardt Branch Library, to participate in the “Effective Communication” webinar sponsored by Library 2.0 on May 9, 2024. It is further recommended that registration in the amount of \$99.00 be reimbursed by the Board.

LaShaunda Gates, Safety and Protective Services Officer, Safety and Protective Services, and Zachary Williamson, Safety and Protective Services Officer, Safety and Protective

Services, to attend “CPR/AED Training” sponsored by Focus Health Corp and held in Dayton, OH on May 11, 2024. It is further recommended that registration in the amount of \$69.00 each be reimbursed by the Board.

Dani Gustavich, Children Services Librarian, Electra C. Doren Branch Library, to attend “OLC Adult Services/Customer Service Conference” sponsored by Ohio Library Council and held in Columbus, OH on August 23, 2024. It is further recommended that registration in the amount of \$150.00 and mileage in the amount of \$113.23 be reimbursed by the Board.

Liz Hale, Homework Help Manager, Youth Services, to attend “STEAM Summer Learning with Moonshot Ohio” sponsored by Moonshot Ohio and held in Westerville, OH on April 26, 2024. It is further recommended that registration in the amount of \$10.00 and mileage in the amount of \$81.74 be reimbursed by the Board.

Camee Hart, Outreach Services Manager, Outreach Services, to attend “ABOS Annual Conference,” sponsored by Association of Bookmobile and Outreach Services and held in Indianapolis, IN on October 14, 2024 through October 17, 2024. It is further recommended that registration in the amount of \$450.00, mileage in the amount of \$156.78, parking in the amount of \$60.00, lodging in the amount of \$795.00, and meals in the amount of \$180.00 be reimbursed by the Board.

Jessica Hunter, Nonprofit Services Specialist, Community Development, to attend “National Philanthropy Day 2024” sponsored by the Association of Fundraising Pros and held in Dayton, OH on November 14, 2024. It is further recommended that registration in the amount of \$75.00 be reimbursed by the Board.

Bradley Kuykendall, Floater Manager, Public Services Administration, to attend the “New Directors Workshop Series” sponsored by OLC and held in Columbus, OH from May 14, 2024 through August 28, 2024. It is further recommended that registration in the amount of \$400.00, and mileage in the amount of \$424.51 be reimbursed by the Board.

Dr. Karlos L. Marshall, Director of Equity, Diversity and Inclusion, Equity, Diversity and Inclusion, to attend “Cleveland Public Library- Benchmarking” being held in Cleveland, OH from September 18, 2024 through September 20, 2024. It is further recommended that airfare in the amount of \$538.16, ground transportation in the amount of \$96.00, parking in the amount of \$40.00, lodging in the amount of \$1,173.43, and meals in the amount of \$180.00 be reimbursed by the Board.

Samuel Robinson, Catalog Librarian, Cataloging, to participate in the “Ohio Valley Group of Technical Services Librarians Conference 2024” webinar being sponsored by OVGTSL from May 23, 2024 through May 24, 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:

APPOINTMENT

Thomas Baker, Patron Services Assistant, full-time, Grade 05, Huber Heights Branch Library, effective April 21, 2024 at the rate of \$16.11 per hour.

Kirk Keller, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 5, 2024 at the rate of \$19.00 per hour.

Dan Nelson, Patron Services Assistant, full-time, Grade 05, Brookville Branch Library, effective April 21, 2024 at the rate of \$16.11 per hour.

Troy Reaves, Information Services Assistant, full-time, Grade 08, Main Youth Services, effective June 2, 2024 at the rate of \$18.61 per hour.

Zachary Williamson, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 21, 2024 at the rate of \$19.00 per hour.

CHANGE IN HOURS

Phillip Green, Event Operations Assistant, 1/2-time, Grade 08, External Relations, from Event Operations Assistant, full-time, Grade 08, External Relations, effective May 5, 2024 at the rate of \$21.73 per hour.

LEAVE WITHOUT PAY

Phillip Green, Event Operations Assistant, 1/2-time, Grade 08, External Relations, effective May 5, 2024 for 72.74 hours for personal reasons.

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective April 24, 2024 for 3.1 hours for illness.

PROMOTION

Blair Hayes, Children Services Librarian, full-time, Grade 11, Southeast Branch Library, from Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective April 21, 2024 at the rate of \$22.36 per hour.

Seth Patrick, Children Services Librarian, full-time, Grade 11, Huber Heights Branch Library, from Information Services Assistant, full-time, Grade 08, Huber Heights Branch Library, effective April 21, 2024 at the rate of \$22.36 per hour.

PROMOTION, CHANGE IN LOCATION

Courtney Motley, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, from Patron Services Assistant, Substitute,

Grade Sub05, Patron Services, effective May 5, 2024 at the rate of \$18.61 per hour.

RESIGNATION

David Jenkins, Information Services Assistant, full-time, Grade 08, Northwest Branch Library, effective May 9, 2024.

Aleda Smith, Information Services Assistant, Substitute, Grade Sub08, Northmont Branch Library, effective April 10, 2024.

TUITION REIMBURSEMENT AGREEMENT

The Board approved the Tuition Reimbursement Agreement between the Board and Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, in order to attend Indiana University-Purdue University Indianapolis, School of Informatics and Computing.

The Board approved the Tuition Reimbursement Agreement between the Board and Danielle Oh, Information Services Assistant, West Carrollton Branch Library, in order to attend Indiana University-Purdue University Indianapolis, School of Informatics and Computing.

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:

Amanda Feuerstein, Information Services Assistant, West Carrollton Branch Library, for the course “Methods for the Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,478.00 and the course “Tools and Technology for the Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,478.00 for a total of \$2,956.00.

Danielle Oh, Information Services Assistant, West Carrollton Branch Library, for the course “Methods for the Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,478.00 and the course “Tools and Technology for the Information Profession”, Indiana University-Purdue University Indianapolis, 3.0 credit hours, at a cost of \$1,478.00 for a total of \$2,956.00.

GIFTS AND GRANTS

The following Gifts and Grants were approved by the Board.

GIFTS

- \$100.00 from Ron and Amy Rollins on April 12, 2024.
- \$100.00 from Squire Brown on April 14, 2024.
- \$10.00 from Rhoda Bishop on April 17, 2024.
- \$10.00 from Sachin Jindal on April 17, 2024.

\$50.00 from Rebecca Morgann on April 17, 2024.
 \$100.00 from Marjorie Harrell on April 18, 2024.
 \$50.00 from Jaime Pacheco on April 18, 2024.
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 \$30.00 from Rob Hardy on April 30, 2024.
 \$50.00 from Iris Igawa on April 30, 2024.
 \$280.00 from Jeffrey Trzeciak on May 4, 2024.
 \$250.00 from Eileen Pronto on May 7, 2024.
 \$25.00 from Salon Gegel on May 8, 2024.
 \$125.00 from Meijer #120 on May 9, 2024.

GRANTS

Dayton Metro Library did not receive any new Grants since the April Board of Trustees meeting.

Ayes: All
 Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Sidney Edwards expressed concern over a lack of transparency in the Board minutes. She requested that more detail be added, or that an audio or video recording be created for each meeting.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for April 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					
Date	Source	Amount	Use in Operations	Investment	Where
4/15/2024	PLF	1,152,966.00	1,152,966.00		
4/15/2024	RE Taxes	890,553.00	432,141.00	458,412.00	Debt Service

4/15/2024	Public Utility Taxes	777,107.00	489,186.00	287,921.00	Debt Service
	Total	2,820,626.00	2,074,293.00	746,333.00	

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the April 2024 Financial Report was approved by the Board.

Ayes: All
Nays: None

RESOLUTION REQUESTING THE COUNTY AUDITOR TO CERTIFY CERTAIN INFORMATION REGARDING AN ADDITIONAL 1.00 MILS FOR FIVE YEARS

The Executive Director recommended passage of the following resolution:

WHEREAS, the electors of the Library district comprising of all school districts within Montgomery County except Centerville, Oakwood and Valley View Districts approved a 1.75 mil continuous tax levy in 2009 for the purposes of current expenses for the Dayton Metro Library; and,

WHEREAS, this Board of Library Trustees has determined that the current 1.75 mil tax levy will be insufficient to provide adequate funding for the necessary expenses in 2025 and subsequent years; and,

WHEREAS, in accordance with Division B) of the Section 5705.03 of the Revised Code, in order to submit the question of a tax levy pursuant to section 5705.192 and 5705.23 of the Revised Code, this Board must request that the Montgomery County Auditor certify (i) the total current tax valuation of the district and (ii) the dollar amount of revenue that would be generated by the requested tax levy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, County of Montgomery, State of Ohio, that:

Section 1. It is hereby determined and recited that the Dayton Metro Library was established as a county public library district to serve all school districts in Montgomery County, except the Centerville, Oakwood and Valley View Districts. Accordingly, this Board is charged with title, custody, control and maintenance of a public library and is entitled to proceed under Sections 5705.192 and 5705.23 of the Revised Code to initiate proceedings for the submission of the question of an Additional levy to the electors of that Library District at the election to be held on November 5, 2024.

Section 2. This Board hereby finds, determines and declares that the amount of the taxes which may be raised with the ten-mil limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Dayton Metro Library and that it is therefore necessary to request an Additional 1.00 mils tax levy outside of the ten-mil limitation and the increase will constitute a tax in excess of such limitation for the purpose of the current expenses of the Dayton Metro Library at a rate not to exceed an Additional 1.00 mils for each one dollar of valuation, for tax and collection year starting in January 2025 and to run for five (5) consecutive years.

Section 3. The Board requests the Montgomery County Auditor to certify to it both (i) the total current tax valuation of the Dayton Metro Library's district, and (ii) the dollar amount of revenue that would be generated by the proposed Additional 1.0 mil levy.

On a motion by Mr. Williamson, seconded by Ms. Cardona Jones, the Board approved the Resolution.

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

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

The Executive Director informed the Board that there has been a complaint concerning loitering outside the Main Branch. Safety and Protective Services have taken steps to ensure that groups do not gather in large numbers, and that no illegal activities are occurring. Safety and Protective Services consider a person to be loitering if they remain on property (but outside the building) for more than 30 minutes.

The Executive Director introduced Wendy Knapp, the new Branch Library Manager for the Huber Heights Branch Library, to the Board.

Jamie McQuinn, Special Collections Manager, introduced Rachael Bussert, Local History Librarian and Karen D. Brame, Information Services Librarian, who provided a presentation about the Taylor Collection. This collection consists of thousands of photographs taken by Edward B. Taylor, widely acknowledged as the first African-American commercial photographer in Dayton. Negatives of Mr. Taylor's images were donated to the library by his daughters, and have been used to create multiple Dayton Metro Library Exhibitions. Through a Library Services and Technology Act grant, the Library has digitized nearly 3,000 of these images, which have been posted to Dayton Remembers and will soon be added to the Digital Public Library of America.

Destinee Hamilton, Human Resources Assistant, Christian Elder, Youth Services Manager, and Westly Davis, Accounting Manager, shared a presentation about the Black, Indigenous or People of Color Employee Resource Group which they jointly lead. This Employee Resource Group (ERG) is the first to be created in Dayton Metro Library, and the aim is to support staff from minority backgrounds, create a mentorship program, and professionally develop this staff to continue, advance and thrive in the organization. They look forward to collaborating with other ERGs as they emerge.

Katie DePew, Information Services Assistant, shared a presentation about the All Abilities Adventure program which she created and has piloted at the Miamisburg Branch. Guided by research and in consultation with experts in the space, this program was created specifically with patrons who have developmental disabilities in mind, though all are welcome. These programs are an hour in length and occur twice a month, with story time and puppet show days, and there are

plans to incorporate program kits over the summer. This program will be implemented in the Trotwood branch in the Fall, and may expand further across the system.

TRESPASS POLICY

The Executive Director recommended the approval of the following Trespass Policy:

I. POLICY

It is the goal of the Dayton Metro Library to maintain a safe, crime free environment for patrons, staff, volunteers, and contractors while also providing a welcoming and accessible space for all members of the community. Anyone committing a crime on DML property will be served trespass papers and criminally trespassed.

II. DEFINITIONS

Crime: Any act that is against local, state or federal law.

Criminal trespassing: Entering onto or remaining on library property after having been served a Trespass Notice or otherwise being notified that the person does not have privilege to be on library property. See ORC 2911.21. Safety and Protective Services (SPS) will determine if the patron has violated a Trespass Notice and if so, will call police to have the patron arrested.

Ban: Request that a patron leave for violating the library's code of conduct, typically for between 1 and 30 days. This is a request made by library staff or Safety and Protective Services contractors not by police or other officer of the law. See policy PS 313 Problems Involving Patrons.

III. REGULATIONS

1. Library staff and Safety and Protective Services (SPS) contractors may request that disruptive patrons who are violating policy PS 310, library code of conduct, leave the library for between 1 and 30 days. This ban is verbal and does not involve police unless the patron elevates inappropriate behavior to an extreme level.
2. Extreme violators, who are caught committing a crime on library property, will be served a Trespass Notice and trespassed. Eye-witness or videotaped evidence may be used to determine that a trespass is warranted.
3. Anyone who has been served a Trespass Notice and returns to any library property while trespass is still in effect will be formally charged with criminal trespassing.
4. Questions or concerns from patrons about a trespass can be made to the Safety and Protective Services Director.

IV. PROCEDURES

1. Regardless of incident type, all involved staff will write an individual incident report.

2. After verifying that a crime has been committed, Safety and Protective Services (SPS) staff will contact police and have a Trespass Notice served to the individual/s committing the crime.
3. Trespassed persons will be trespassed from all DML properties. DML will provide a list of library services that can be accessed offsite. SPS Director will convene a panel to review the request and respond to the patron. Questions and concerns from the trespassed person/s should be directed to the SPS Director.
4. SPS staff will ensure that the individual/s picture is sent to all public services managers.
5. Staff who see a trespassed person on the premise should immediately call DML Dispatch, who will save any recording of the person for verification and contact SPS management for approvals.
6. The SPS Director will convene a panel annually to review patrons that have been trespassed for at least one year to determine which may need to remain trespassed.
7. Staff questions about trespass policy should be directed to the SPS Director.

On a motion by Mr. Williamson, seconded by Ms. Geers, the Board approved the Trespass Policy.

Ayes: All
Nays: None

NEW BUSINESS

President Thomas addressed Ms. Edwards' concern over transparency with the Board's meeting minutes. He believes that the Board goes above and beyond in its effort to be transparent, and is pleased with the quality of the minutes. Mr. Williamson noted that minutes are not meant to be a transcript of every word that is spoken, and should rather be a summary of events. He added that the Board may consider sharing Board recordings in future. President Thomas offered to speak further with Ms. Edwards after the meeting.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, June 26, 2024 at 4:00 p.m. in the Main Library's Board Room.

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board adjourned at 5:55 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

REVISED- AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 26, 2024, 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 15, 2024 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. GIFTS AND GRANTS

It is recommended that the Board approve the Gifts and Grants 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 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>
5/15/2024	PLF	1,726,978.00	1,726,978.00		
5/15/2024	RE Homestead	637,212.00	637,212.00	607,673.00	Debt Service
Total		2,364,190.00	2,364,190.00	607,673.00	

8. REVISED RESOLUTION REQUESTING THE COUNTY AUDITOR TO CERTIFY CERTAIN INFORMATION REGARDING AN ADDITIONAL 1.00 MILS FOR FIVE YEARS- ACTION

Since its passage during the May 15, 2024 Board Meeting, the Montgomery County Auditor requested the Resolution be revised as detailed below. The Executive Director recommends that the Board vote to recertify the Resolution as amended:

WHEREAS, the electors of the Library district comprising of all school districts within Montgomery County except Centerville, Oakwood and Valley View Districts approved a 1.75 mil continuous tax levy in 2009 for the purposes of current expenses for the Dayton Metro Library; and,

WHEREAS, this Board of Library Trustees has determined that the current 1.75 mil tax levy will be insufficient to provide adequate funding for the necessary expenses in 2025 and subsequent years; and,

WHEREAS, in accordance with Division B) of the Section 5705.03 of the Revised Code, in order to submit the question of a tax levy pursuant to section 5705.192 and 5705.23 of the Revised Code, this Board must request that the Montgomery County Auditor certify (i) the total current tax valuation of the district and (ii) the dollar amount of revenue that would be generated by the requested tax levy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, County of Montgomery, State of Ohio, that:

Section 1. It is hereby determined and recited that the Dayton Metro Library was established as a county public library district to serve all school districts in Montgomery County, except the Centerville, Oakwood and Valley View Districts. Accordingly, this Board is charged with title, custody, control and maintenance of a public library and is entitled to proceed under Sections 5705.192 and 5705.23 of the Revised Code to initiate proceedings for the submission of the question of an Additional levy to the electors of that Library District at the election to be held on November 5, 2024.

Section 2. This Board hereby finds, determines and declares that the amount of the taxes which may be raised with the ten-mil limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Dayton Metro Library and that it is therefore necessary to request an Additional 1.00 mils tax levy outside of the ten-mil limitation and the increase will constitute a tax in excess of such limitation for the purpose of the current expenses of the Dayton Metro Library at a rate not to exceed an Additional 1.00 mils for each one dollar of valuation, for Tax Year 2024 and Collection Year starting in January 2025, and to run for five (5) consecutive years.

Section 3. The Board requests the Montgomery County Auditor to certify to it both (i) the total current tax valuation of the Dayton Metro Library's district, and (ii) the dollar amount of revenue that would be generated by the proposed Additional 1.0 mil levy.

A **roll call** vote is required.

9. EXECUTIVE DIRECTOR'S REPORT - INFORMATION

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

- Pride Programming- Jordan Ostrum, LGBTQIA+ Services Specialist or Megs Francis, Assistant Equity, Diversity and Inclusion Director

10. CORRESPONDENCE- INFORMATION

Since the last meeting, the Board received the following correspondence of note:

- The resolution from the Montgomery County Court of Common Pleas, appointing Ms. Myla Cardona-Jones to the Board of Trustees of the Dayton Metro Library.
- The Amended Administrative Order from the Montgomery County Court of Common Pleas, appointing Myla Cardona-Jones to the Board of Trustees of the Dayton Metro Library to fulfill a seven-year term effective June 1, 2024 until May 31, 2031. The amended order acknowledged a scrivener’s error in their earlier order, which had incorrectly recorded the full term’s end date.
- A letter dated June 13, 2024 from Dayton United for Human Rights expressing support for Dayton Metro Libraries and acknowledging the Library’s role in advancing Dayton’s Human Rights Movement.

11. NEW BUSINESS

12. AUGUST RETREAT- INFORMATION

The Board President will discuss the potential for a Board Retreat to be held in the month of August.

13. COLLECTIVE BARGAINING AGREEMENT- ACTION

The Executive Director recommends the Board approve a new one-year collective bargain agreement with the Dayton Metro Library Staff Association. The agreement was ratified by the DMLSA membership on June 19, 2024.

14. MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PLAN - ACTION

The Executive Director recommends the Board approve the proposed Managerial and Confidential Employee Compensation Plan as amended. This update recommends changes to all managers and confidential employees consistent with similar terms to the recently negotiated collective bargaining agreement.

15. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, July 17, 2024 at 4:00 p.m. in the Board Room at the Main Library.

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:

Michael Burke, Safety and Protective Services Officer, Safety and Protective Services, and Kirk Keller, Safety and Protective Services Officer, Safety and Protective Services, to attend the “Adult and Pediatric First Aid/CPR/AED” sponsored by True Community Certified and held in the Main Library on June 1, 2024. It is further recommended that registration in the amount of \$70.00 each be reimbursed by the Board.

LaShaunda Gates, Safety and Protective Services Officer, Safety and Protective Services, and Zachary Williamson, Safety and Protective Services Officer, Safety and Protective Services, to attend the “Adult and Pediatric First Aid/CPR/AED” sponsored by Focus Health and held in the Main Library on June 15, 2024. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Edwin Adu, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective June 2, 2024 at the rate of \$24.02 per hour.

Mike Burke, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 19, 2024 at the rate of \$19.00 per hour.

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

Samantha Hixson, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, from Patron Services Assistant, full-time, Grade 05, Northwest Branch Library, effective June 30, 2024 at the rate of \$20.54 per hour.

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

Edwin Adu, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective August 19, 2024 for 80 hours for personal reasons.

Dieudonne Buzima, Patron Services Assistant, full-time, Grade 05, Patron Services, effective October 13, 2024 for 160 hours for education.

Courtney Motley, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective May 18, 2024 for 0.3 hours for illness.

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

Moneeka Gentry-Stanifer, Children Services Librarian, full-time, Grade 11, Main Youth Services, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective June 16, 2024 at the rate of \$22.36 per hour.

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

Edwin Adu, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective June 4, 2024.

Pamela Archer, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective December 30, 2023.

Joyce Clay-English, Patron Services Assistant, Substitute, Grade Sub05, Trotwood Branch Library, effective June 1, 2024.

Amanda Colvell, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Information Services, effective May 23, 2024.

Lisa Coyle, Patron Services Assistant, Substitute, Grade Sub05, Miami Township Branch Library, effective May 16, 2024.

Kimberly Croft, Information Services Assistant, Substitute, Grade Sub08, Burkhardt Branch Library, effective June 15, 2024.

Honee Bee Edmonds, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective May 14, 2024.

Teresa Guerra, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, effective June 30, 2024.

Katelyn Hannah, Information Services Assistant, Substitute, Grade Sub08, Southeast Branch Library, effective May 31, 2024.

Sara Hardin, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective June 1, 2024.

Mya Hartman, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective May 23, 2024.

Cathy Hochadel, Information Services Librarian, Substitute, Grade Sub11, Wilmington-Stroop Branch Library, effective May 31, 2024.

Maria Hummel, Information Services Librarian, full-time, Grade 11, Southeast Branch Library, effective June 2, 2024.

Jennifer McConkey, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective June 1, 2024.

Cindy McNally, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective April 18, 2024.

Melinda Pigg, Patron Services Assistant, Substitute, Grade Sub05, New Lebanon Branch Library, effective June 1, 2024.

Melissa Rhoades, Information Services Assistant, Substitute, Grade Sub08, Vandalia Branch Library, effective May 31, 2024.

Holly Roeder, Patron Services Assistant, Substitute, Grade Sub05, Huber Heights Branch Library, effective May 31, 2024.

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

Jonathan Cline, Branch Library Manager, full-time, Grade S09, Electra C. Doren Branch Library, effective June 30, 2024, after more than 32 years of service.

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

Giselle Spurgeon, Children Services Librarian, full-time, Grade 11, Wilmington-Stroop Branch Library, from Children Services Librarian, full-time, Grade 11, Main Youth Services, effective July 14, 2024 at the rate of \$25.69 per hour.

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

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 17, 2024.

C. GIFTS AND GRANTS

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

\$10.00 from Jenifer Lamott on May 10, 2024.
\$250.00 from Dr. Theodore and Monica Nicholas on May 10, 2024.
\$100.00 from Jacquelyn Waggamon on May 11, 2024.
\$100.00 from John Brooks on May 15, 2024.
\$10.00 from Sachin Jindal on May 17, 2024.
\$10.00 from Anthony Chambers on May 23, 2024.
\$75.00 from Rob Hardy on May 23, 2024.
\$50.00 from Barbra DeLong on May 24, 2024.
\$100.00 from Angelina Grosso on May 27, 2024.
\$20.00 from Anonymous on June 3, 2024.
\$100.00 from Jacquelyn Waggamon on June 3, 2024.
\$280.00 from Jeffrey Trzeciak on June 4, 2024.
\$10.00 from Jennifer Lamott on June 10, 2024.
\$75.00 from Rob Hardy on June 13, 2024.
\$25.00 from Molly Calliccoat on June 15, 2024.
\$10.00 from Christine Gregg on June 15, 2024.
\$250.00 from Paul Woodie on June 16, 2024.
\$10.00 from Sachin Jindal on June 17, 2024.
\$100.00 from Alyssa Goodgame on June 18, 2024.
\$20.00 from Lisa Purvis on June 18, 2024.
\$250.00 from Melinda Eaton on June 19, 2024.

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

\$1,000.00 from Reynolds and Reynolds Associate Board Foundation on May 16, 2024.
\$15,000.00 from PNC Foundation on May 28, 2024.
\$5,000.00 from Mathile Family Foundation on June 21, 2024.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, June 26, 2024, 4:00 p.m.

PRESENT: Nolan Thomas, Sara Woodhull, Kelly Geers, Myla Cardona-Jones, David Williamson, Shannon Isom (in at 4:01 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.

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 Ms. Geers, seconded by Ms. Woodhull, 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 May 15, 2024 meeting 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:

Michael Burke, Safety and Protective Services Officer, Safety and Protective Services, and Kirk Keller, Safety and Protective Services Officer, Safety and Protective Services, to attend the “Adult and Pediatric First Aid/CPR/AED” sponsored by True Community Certified and held in the Main Library on June 1, 2024. It is further recommended that registration in the amount of \$70.00 each be reimbursed by the Board.

LaShaunda Gates, Safety and Protective Services Officer, Safety and Protective Services, and Zachary Williamson, Safety and Protective Services Officer, Safety and Protective Services, to attend the “Adult and Pediatric First Aid/CPR/AED” sponsored by Focus Health and held in the Main Library on June 15, 2024. It is further recommended that registration in the amount of \$50.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Edwin Adu, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective June 2, 2024 at the rate of \$24.02 per hour.

Mike Burke, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 19, 2024 at the rate of \$19.00 per hour.

CHANGE IN LOCATION

Samantha Hixson, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, from Patron Services Assistant, full-time, Grade 05, Northwest Branch Library, effective June 30, 2024 at the rate of \$20.54 per hour.

LEAVE WITHOUT PAY

Edwin Adu, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective August 19, 2024 for 80 hours for personal reasons.

Dieudonne Buzima, Patron Services Assistant, full-time, Grade 05, Patron Services, effective October 13, 2024 for 160 hours for education.

Courtney Motley, Information Services Assistant, 3/5-time, Grade 08, Northwest Branch Library, effective May 18, 2024 for 0.3 hours for illness.

PROMOTION

Moneeka Gentry-Stanifer, Children Services Librarian, full-time, Grade 11, Main Youth Services, from Information Services Assistant, full-time, Grade 08, Main Youth Services, effective June 16, 2024 at the rate of \$22.36 per hour.

RESIGNATION

Edwin Adu, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective June 4, 2024.

Pamela Archer, Information Services Assistant, Substitute, Grade Sub08, Huber Heights Branch Library, effective December 30, 2023.

Joyce Clay-English, Patron Services Assistant, Substitute, Grade Sub05, Trotwood Branch Library, effective June 1, 2024.

Amanda Colvell, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Information Services, effective May 23, 2024.

Lisa Coyle, Patron Services Assistant, Substitute, Grade Sub05, Miami Township Branch Library, effective May 16, 2024.

Kimberly Croft, Information Services Assistant, Substitute, Grade Sub08, Burkhardt Branch Library, effective June 15, 2024.

Honee Bee Edmonds, Patron Services Assistant, 4/5-time, Grade 05, Electra C. Doren Branch Library, effective May 14, 2024.

Teresa Guerra, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, effective June 30, 2024.

Katelyn Hannah, Information Services Assistant, Substitute, Grade Sub08, Southeast Branch Library, effective May 31, 2024.

Sara Hardin, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective June 1, 2024.

Mya Hartman, Information Services Assistant, Substitute, Grade Sub08, Information Services, effective May 23, 2024.

Cathy Hochadel, Information Services Librarian, Substitute, Grade Sub11, Wilmington-Stroop Branch Library, effective May 31, 2024.

Maria Hummel, Information Services Librarian, full-time, Grade 11, Southeast Branch Library, effective June 2, 2024.

Jennifer McConkey, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective June 1, 2024.

Cindy McNally, Information Services Assistant, Substitute, Grade Sub08, Miami Township Branch Library, effective April 18, 2024.

Melinda Pigg, Patron Services Assistant, Substitute, Grade Sub05, New Lebanon Branch Library, effective June 1, 2024.

Melissa Rhoades, Information Services Assistant, Substitute, Grade Sub08, Vandalia Branch Library, effective May 31, 2024.

Holly Roeder, Patron Services Assistant, Substitute, Grade Sub05, Huber Heights Branch Library, effective May 31, 2024.

RETIREMENT

Jonathan Cline, Branch Library Manager, full-time, Grade S09, Electra C. Doren Branch Library, effective June 30, 2024, after more than 32 years of service.

RETURN TO APPOINTED POSITION

Giselle Spurgeon, Children Services Librarian, full-time, Grade 11, Wilmington-Stroop Branch Library, from Children Services Librarian, full-time, Grade 11, Main Youth Services, effective July 14, 2024 at the rate of \$25.69 per hour.

TERMINATION

Lane Hurd, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective May 17, 2024.

GIFTS AND GRANTS

The following Gifts and Grants were approved by the Board:

GIFTS

\$10.00 from Jenifer Lamott on May 10, 2024.
\$250.00 from Dr. Theodore and Monica Nicholas on May 10, 2024.
\$100.00 from Jacquelyn Waggamon on May 11, 2024.
\$100.00 from John Brooks on May 15, 2024.
\$10.00 from Sachin Jindal on May 17, 2024.
\$10.00 from Anthony Chambers on May 23, 2024.
\$75.00 from Rob Hardy on May 23, 2024.

\$50.00 from Barbra DeLong on May 24, 2024.
 \$100.00 from Angelina Grosso on May 27, 2024.
 \$20.00 from Anonymous on June 3, 2024.
 \$100.00 from Jacquelyn Waggamon on June 3, 2024.
 \$280.00 from Jeffrey Trzeciak on June 4, 2024.
 \$10.00 from Jennifer Lamott on June 10, 2024.
 \$75.00 from Rob Hardy on June 13, 2024.
 \$25.00 from Molly Callicoat on June 15, 2024.
 \$10.00 from Christine Gregg on June 15, 2024.
 \$250.00 from Paul Woodie on June 16, 2024.
 \$10.00 from Sachin Jindal on June 17, 2024.
 \$100.00 from Alyssa Goodgame on June 18, 2024.
 \$20.00 from Lisa Purvis on June 18, 2024.
 \$250.00 from Melinda Eaton on June 19, 2024.

GRANTS

\$1,000.00 from Reynolds and Reynolds Associate Board Foundation on May 16, 2024.
 \$15,000.00 from PNC Foundation on May 28, 2024.
 \$5,000.00 from Mathile Family Foundation on June 21, 2024.

Ayes: All
 Nays: None

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

COMMENTS FROM THE GENERAL PUBLIC

There were no comments from the public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for May 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>
5/15/2024	PLF	1,726,978.00	1,726,978.00		
5/15/2024	RE Homestead	637,212.00	637,212.00	607,673.00	Debt Service
Total		2,364,190.00	2,364,190.00	607,673.00	

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the May 2024 Financial Report was approved by the Board.

Ayes: All
Nays: None

OATH OF OFFICE

The Oath of Office was administered to Ms. Shannon Isom by Notary Public Gil Rutledge.

REVISED RESOLUTION REQUESTING THE COUNTY AUDITOR TO CERTIFY CERTAIN INFORMATION REGARDING AN ADDITIONAL 1.00 MILS FOR FIVE YEARS

Since its passage during the May 15, 2024 Board Meeting, the Montgomery County Auditor requested the Resolution be revised as detailed below. The Executive Director recommends that the Board vote to recertify the Resolution as amended:

WHEREAS, the electors of the Library district comprising of all school districts within Montgomery County except Centerville, Oakwood and Valley View Districts approved a 1.75 mil continuous tax levy in 2009 for the purposes of current expenses for the Dayton Metro Library; and,

WHEREAS, this Board of Library Trustees has determined that the current 1.75 mil tax levy will be insufficient to provide adequate funding for the necessary expenses in 2025 and subsequent years; and,

WHEREAS, in accordance with Division B) of the Section 5705.03 of the Revised Code, in order to submit the question of a tax levy pursuant to section 5705.192 and 5705.23 of the Revised Code, this Board must request that the Montgomery County Auditor certify (i) the total current tax valuation of the district and (ii) the dollar amount of revenue that would be generated by the requested tax levy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Dayton Metro Library, County of Montgomery, State of Ohio, that:

Section 1. It is hereby determined and recited that the Dayton Metro Library was established as a county public library district to serve all school districts in Montgomery County, except the Centerville, Oakwood and Valley View Districts. Accordingly, this Board is charged with title, custody, control and maintenance of a public library and is entitled to proceed under Sections 5705.192 and 5705.23 of the Revised Code to initiate proceedings for the submission of the question of an Additional levy to the electors of that Library District at the election to be held on November 5, 2024.

Section 2. This Board hereby finds, determines and declares that the amount of the taxes which may be raised with the ten-mil limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Dayton Metro Library and that it is therefore necessary to request an Additional 1.00 mils tax levy outside of the ten-mil limitation and the increase will constitute a tax in excess of such limitation for the purpose of the current expenses of the Dayton Metro Library at a rate not

to exceed an Additional 1.00 mils for each one dollar of valuation, for Tax Year 2024 and Collection Year starting in January 2025, and to run for five (5) consecutive years.

Section 3. The Board requests the Montgomery County Auditor to certify to it both (i) the total current tax valuation of the Dayton Metro Library's district, and (ii) the dollar amount of revenue that would be generated by the proposed Additional 1.0 mil levy.

On a motion by Ms. Geers, seconded by Ms. Cardona-Jones, the motion was approved.

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

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Jordan Ostrum, LGBTQIA+ Services Specialist, provided an overview of Dayton Metro Library's 2024 Pride Programming. These efforts began in May by assisting Pride Rocks, and continued in June through Dayton Pride, which was held in Cooper Park for the first time, and Kettering Pride. Upcoming events include the inaugural DML Pride event, which will be held from 6:30-9:00 p.m. on June 28th, and is an indoor movie screening, which is the area's only fully air-conditioned Pride event, to increase accessibility. Dayton Metro Library will also partner with the Neon and ThinkTV for Rainbow Families Day on June 29th, and will participate in Dayton Black Pride on August 3rd. Jordan also plans to establish programming in October in recognition of LGBTQ History Month.

CORRESPONDENCE

The Board received a resolution from the Montgomery County Court of Common Pleas, appointing Ms. Myla Cardona-Jones to the Board of Trustees of the Dayton Metro Library to fulfill a full term.

The Board received an amended resolution from the Montgomery County Court of Common Pleas, appointing Ms. Myla Cardona-Jones to the Board of Trustees of the Dayton Metro Library to fulfill a seven-year term effective June 1, 2024 until May 31, 2031. This order corrected a scrivener's error which had incorrectly recorded the full term's end date.

The Board received a letter dated June 13, 2024 from Dayton United for Human Rights expressing support for Dayton Metro Libraries and acknowledging the Library's role in advancing Dayton's Human Rights Movement.

AUGUST RETREAT

President Thomas asked his fellow Trustees whether they would be interested in holding a Board Retreat in August. Mr. Williamson expressed the value of revisiting and discussing the Strategic Plan, as well as spending more time with fellow Trustees. Ms. Woodhull stated that a Retreat may be especially useful for the new Trustees, and said that last year's Retreat was helpful for her.

President Thomas requested that a half-day Retreat be scheduled for a Saturday in August, to be held in a branch Community Room of the Library. This meeting's date, time and location will be shared with the public once finalized.

COLLECTIVE BARGAINING AGREEMENT

On a motion by Ms. Woodhull, seconded Ms. Isom, the Board approved a new one-year collective bargaining agreement with the Dayton Metro Library Staff Association. The agreement was ratified by the DMLSA membership on June 19, 2024.

Ayes: All
Nays: None

MANAGERIAL AND CONFIDENTIAL EMPLOYEES COMPENSATION PROGRAM

On a motion by Ms. Geers, seconded by Ms. Cardona-Jones, the Board approved the proposed Managerial and Confidential Employee Compensation Plan. This update recommends changes to all managers and confidential employees consistent with similar terms to the recently negotiated collective bargaining agreement.

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, July 17, 2024 at 4:00 p.m. in the Main Library's Board Room.

ADJOURNMENT

On a motion by Ms. Woodhull, seconded by Ms. Cardona-Jones, the Board adjourned at 4:26 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY

REVISED- AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 17, 2024, 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 Library Board Members who were unable to attend the June Meeting by Gil Rutledge, Notary Public.

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 June 26, 2024 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/conferences 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.

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.

- Lori Rotterman

7. **MONTHLY FINANCIAL REPORT - ACTION**

The Monthly Financial Report for June 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>
6/15/2024	PLF	1,846,409.84	1,846,409.84		
6/21/2024	Real Estate Taxes	424,458.48	229,573.77	194,884.71	Debt Service
6/28/2024	Real Estate Taxes	124,451.86	69,608.88	54,642.98	Debt Service
Total		<u>2,395,320.18</u>	<u>2,145,592.49</u>	<u>249,527.69</u>	

8. AMENDED 2024 APPROPRIATION RESOLUTION- ACTION

It will be necessary to amend the 2024 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 the fiscal year ending December 31, 2024:

<u>2024 First Revised Appropriations</u>	
<u>GENERAL FUND</u>	
1000 – Salaries & Benefits	26,035,844.00
2000 - Supplies	1,059,861.00
3000 - Purchased Services	7,327,463.00
4000 – Library Materials & Information	4,659,850.00
5000 - Capital Outlay	604,445.00
6000 - Debt Service	-
7000 - Other Objects	183,543.00
8000 – Contingency	
9000 – Transfer Out	<u>71,445.00</u>
Total General Fund Appropriations	<u>39,942,451.00</u>
<u>SPECIAL REVENUE FUND</u>	
2000- Supplies	-
3000- Purchased Services	137,164.00
5000- Capital Outlay	283,000.00
Total Special Revenue Appropriations	<u>420,164.00</u>
<u>DEBT SERVICES FUND</u>	
3000 - Purchased Services	220,000.00
6000 - Debt Services	<u>10,067,499.00</u>
Total Debt Services Fund Appropriations	<u>10,287,499.00</u>
<u>BUILDING AND REPAIR FUND</u>	
3000 - Purchased Services	340,000.00
5000 - Capital Outlay	
7000 - Miscellaneous	
9000- Transfer Out	<u>3,000,000.00</u>
Total Building and Repair Fund Appropriations	<u>3,340,000.00</u>

<u>TAXABLE CONSTRUCTION FUND</u>	
2000 - Supplies	10,000.00
3000 - Purchased Services	3,000.00
5000 - Capital Outlay	
	<u>20,000.00</u>
7000 - Miscellaneous	
Total Taxable Construction Fund	<u>33,000.00</u>
Appropriations	
Total All Funds Appropriations	<u>54,023,114.00</u>

9. **FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2025 - ACTION**

The Montgomery County Budget Commission has scheduled the 2025 Tax Budget Allocation Meeting for Thursday, August 29, 2024. The meeting includes public hearings from the four libraries in Montgomery County. The Dayton Metro Library intends to participate in the hearing.

In prior years, the Board has passed a resolution in anticipation of the Budget Commission meeting. The Executive Director recommends Board approval of this resolution for consideration by the 2025 County Budget Commission.

The Executive Director recommends the Board approve the following resolution:

WHEREAS, the Montgomery County Budget Commission, recognized that the Montgomery County Public Library Fund Distribution Formula, as agreed to by the four libraries and adopted by the Budget Commission in 1998, needed clarification and adjustment, and

WHEREAS, the Commission, at its meeting on August 29, 2019, instructed the four libraries to meet with staff representatives of the Commission to develop a revised the Funding Distribution Formula for the Public Library Fund, and

WHEREAS, the libraries met on several occasions, discussed new strategies for a principled, fair, and equitable distribution of the Public Library Fund, and

WHEREAS, the representatives of the Library Boards of the four public libraries in Montgomery County have agreed to adopt the new Public Library Fund Distribution Formula as distributed to each of the Library Boards, and

WHEREAS, the Library Boards of all four libraries endorsed the adoption of the agreed to formula commencing with calendar year 2021, and

WHEREAS, the Funding Distribution Formula will to serve the citizens of Montgomery County in a principled, fair, and equitable manner, now

THEREFORE, BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library endorses the use of the new Funding Distribution Formula for the allocation of the 2025 Public Library Fund by the Montgomery County Budget Commission.

10. EXECUTIVE DIRECTOR’S REPORT - INFORMATION

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

-Kristina Hill, Community Wellness Specialist- Food Pantry and Peer Services Program Updates

11. RESOLUTION TO RELEASE APARTMENT PROPERTY FROM MONTGOMERY COUNTY REA 32022-00015201- ACTION

The Executive Director recommends approval of the following Resolution:

WHEREAS, the City of Huber Heights and The Dayton Metro Library entered into that certain Reciprocal Easement Agreement dated January 13, 2022, recorded March 4, 2022 as File # 2022-00015201 in the Montgomery County Recorder’s Office (“**REA**”), which affects the real property described on Exhibit A hereto (the “**Apartment Property**”), among other real property, and

WHEREAS, the City of Huber Heights has conveyed the Apartment Property to Continental for the development of a multifamily residential development that will be developed separate and apart from the Library Parcel and the remainder of the City Parcel (as such terms are defined in the REA), and

WHEREAS, the City of Huber Heights, Continental, and The Dayton Metro Library desire to terminate and release the Apartment Property and only the Apartment Property from the REA.

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

Section 1. The Dayton Metro Library hereby agrees to the termination and release of the Apartment Property both now and in the future from the REA, including all terms, covenants, conditions, restrictions, and obligations contained therein. For the avoidance of doubt, the REA shall continue in full force and effect with respect to all other real property described therein excluding the Apartment Property.

12. RESOLUTION DECLARING IT NECESSARY TO LEVY AN ADDITIONAL 1.00 MILL LEVY AND REQUESTING THE COUNTY AUDITOR TO CERTIFY MATTERS IN CONNECTION THEREWITH- ACTION

The Fiscal Officer recommends the Board of Library Trustees adopt the following resolution to place a question before voters on the November 5, 2024 ballot.

A roll call vote is required to establish that super majority of two-thirds of the Trustees (5) approve placement of the question on the ballot.

WHEREAS, the voters within the service area of Dayton Metro Library (“The Library”), Montgomery County, Ohio (composed of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts) authorized a One and Twenty Five Hundredths (1.25) Mill Replacement Levy and an increase of Fifty Hundredths Mill (0.50) for a total of One and Seventy Five Hundredths (1.75) Mill for a continuous period beginning with collection year 2010; and

WHEREAS, the Board has determined an Additional 1.00 Mill Levy is necessary, and pursuant to Section 5705.03 of the Ohio Revised Code, the Board is required to certify to the Montgomery County Auditor a resolution requesting the County Auditor to certify certain matters in connection with such a tax levy.

NOW THEREFORE, BE IT RESOLVED, by at least two-thirds of the members of the Board of Trustees of the Library:

SECTION 1. That pursuant to the provisions of Sections 5705.03(B) and 5705.192 and 5705.23 of the Ohio Revised Code (“Revised Code”), the Board has determined that the amount of taxes that may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and that the Board hereby declares it to be necessary to levy a 1.00 Mill Additional tax levy outside the ten mill limitation.

SECTION 2. The question of the adoption of an Additional tax for the benefit of the Dayton Metro Library for the purpose of current expenses, pursuant to Revised Code §5705.03(B), and 5705.192 and 5705.23 that the county auditor estimates will collect \$10,558,000 annually, at a rate not exceeding 1.0 mills for each \$1 of value, which amounts to \$35.00 for each \$100,000 of the count/auditor's appraised value, for five(5) years shall be submitted to the electors of the entire territory of the Library at the election held on November 5, 2024. If approved by the electors, the Additional levy shall first be placed upon the 2024 tax list and duplicate, for first collection in calendar year 2025 and continue for a period of five years.

SECTION 3. That the territory of Dayton Metro Library is located in Montgomery County only, and is composed of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts, and the tax is to be levied on the entire territory of the Library.

SECTION 4. That pursuant to Section 5705.03 of the Revised Code, the Auditor of Montgomery County, Ohio (the “County Auditor”) is hereby requested to certify to this Board the total current tax by 1.00 mills, and the Fiscal Officer of this Board be and is hereby directed to certify forthwith a copy of this resolution to the County Auditor as required by law so that said County Auditor may certify such matters in accordance with section 5705.03 of the Revised Code.

A **roll call vote** is required.

13. A RESOLUTION DECLARING THE NECESSITY OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF MONTGOMERY, AS THE TAXING AUTHORITY OF THE DAYTON METRO LIBRARY, SUBMITTING THE QUESTION OF AN ADDITIONAL 1.00 MILLS LEVY, GENERATING \$10,558,000.00 PER ANNUM FOR FIVE YEARS TO THE ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE LIBRARY, AND REQUESTING THE BOARD OF COUNTY COMMISSIONERS TO SUBMIT THE QUESTION OF THE ADDITIONAL TAX TO THE ELECTORS OF SAID LIBRARY DISTRICT, PURSUANT TO SECTION 5705.03 OF THE REVISED CODE. - ACTION

The Fiscal Officer recommends the Board of Library Trustees adopt the following resolution to place a question before voters on the November 5, 2024 ballot.

A roll call vote is required to establish that super majority of two-thirds of the Trustees (5) approve placement of the question on the ballot.

WHEREAS, this Board is charged with the title, custody, control and maintenance of a county library district known as the “Dayton Metro Library”; and

WHEREAS, pursuant to a resolution duly adopted by the State Library Board, the Dayton Metro Library is comprised of all the territory of the County of Montgomery, with the exception of the territory of (i) Centerville City School District, which is served by the Washington-Centerville Public Library, (ii) Oakwood City School District, which is served by the Wright Memorial Public Library, and (iii) Valley View Local School District, which is served by the Germantown Public Library; and

WHEREAS, the voters within the service area of Dayton Metro Library (“The Library”), Montgomery County, Ohio (composed of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts) authorized a One and Twenty Five Hundredths (1.25) Mill Replacement Levy and an increase of Fifty Hundredths Mill (0.50) for a total of One and Seventy Five Hundredths (1.75) Mill for a continuous period beginning with collection year 2010; and

WHEREAS, the Board has determined an Additional 1.00 Mill Levy is necessary, and pursuant to Section 5705.03 of the Ohio Revised Code, the Board is required to certify to the Montgomery County Auditor a resolution requesting the County Auditor to certify certain matters in connection with such a tax levy.

NOW THEREFORE, BE IT RESOLVED, by at least two-thirds of the members of the Board of Trustees of the Library:

SECTION 1. That pursuant to the provisions of Sections 5705.03(B) and 5705.192 and 5705.23 of the Ohio Revised Code (“Revised Code”), the Board has determined that the amount of taxes that may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and that the Board hereby declares it to be necessary to levy a 1.00 Mill Additional tax levy outside the ten mill limitation.

SECTION 2. The question of the adoption of an Additional tax for the benefit of the Dayton Metro Library for the purpose of current expenses, pursuant to Revised Code §5705.03(B), and 5705.192 and 5705.23 that the county auditor estimates will collect \$10,558,000 annually, at a rate not exceeding 1.0 mills for each \$1 of value, which amounts to \$35.00 for each \$100,000 of the count/auditor's appraised value, for five(5) years shall be submitted to the electors of the entire territory of the Library at the election held on November 5, 2024. If approved by the electors, the Additional levy shall first be placed upon the 2024 tax list and duplicate, for first collection in calendar year 2025 and continue for a period of five years.

SECTION 3. That the territory of Dayton Metro Library is located in Montgomery County only, and is composed of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts, and the tax is to be levied on the entire territory of the Library.

SECTION 4. An additional tax for the benefit of the Dayton Metro Library for the purpose of current expenses, pursuant to Revised Code §5705.03(B), and 5705.192 and 5705.23 that the county auditor estimates will collect \$10,558,000 annually, at a rate not exceeding 1.0 mills for each \$1 of value, which amounts to \$35.00 for each \$100,000 of the count/auditor's appraised value, for five (5) years.

SECTION 5. The question of such tax levy shall be submitted to the electors of the library district of the Library, as established under R.C. Chapter 3375, at the election to be held therein on November 5, 2024. Such tax levy shall be for five years and at a rate not exceeding 1.00 mills for each one dollar of valuation, which amounts to \$0.035 for each one hundred dollars of valuation. Such tax

levy shall be placed upon the tax list and duplicate for the current tax year, beginning 2024, first due in calendar year 2025, if a majority of the electors voting thereon vote in favor thereof.

A **roll call vote** is required.

14. BOARD RETREAT UPDATE- INFORMATION

The Board President will provide an update on the potential for a Board Retreat, which was discussed during the June meeting.

15. NEW BUSINESS

16. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next regular meeting of the Dayton Metro Library Board of Trustees will be Wednesday, September 18, 2024 at 4:00 p.m. in the Community Room at the Northwest Branch Library.

17. 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:

Cassandra Buckingham, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Jack Cotting, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, and Shane Hall, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, to attend “Adult and Pediatric First Aid/CPR/AED” training sponsored by Focus Health and held in the Main Library on June 29, 2024. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

B. PERSONNEL ACTIONS

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

Wren Newmark-Weishan, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective July 14, 2024 at the rate of \$26.25 per hour.

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

Kathleen Co, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, from Patron Services Assistant, full-time, Grade 05, Miami Township Branch Library, effective July 14, 2024 at the rate of \$19.40 per hour.

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

Ariya Arnold, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective June 14, 2024 at the rate of \$22.40 per hour.

It is recommended that the following **Change in Title, Change in Location, HAY Reclassification** be accepted:

Donna Balskey, Facilities Clerk, 3/5-time, Grade 05, Facilities, from Administrative Assistant for Construction Management, 3/5-time, Grade CE1, Construction Management, effective June 30, 2024 at the rate of \$18.79 per hour.

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

Laurel Spangler, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, effective August 23, 2024 for 56 hours for personal reasons.

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

Jacobee Buchanan, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, effective July 14, 2024 at the rate of \$19.62 per hour.

Frances Crawford, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective July 14, 2024 at the rate of \$19.35 per hour.

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

Garret Johnson, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Information Services Assistant, Substitute. Grade Sub08, Miamisburg Branch Library, effective July 14, 2024 at the rate of \$19.35 per hour.

Aaron Oates, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Information Services Librarian, Substitute, Grade Sub11, Special Collections, effective July 14, 2024 at the rate of \$19.35 per hour.

Laurel Spangler, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective July 14, 2024 at the rate of \$19.35 per hour.

Kendall Westmor, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Information Services Assistant, Substitute, Grade Sub08, Youth Services, effective July 14, 2024 at the rate of \$19.35 per hour.

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

Jeri Goins, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective February 15, 2024.

Terry Rawnsley. Information Services Librarian, Substitute, Grade Sub11, Special Collections, effective July 3, 2024.

Amy Schutte, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Wilmington-Stroop Branch Library, effective July 27, 2024.

C. GIFTS AND GRANTS

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

\$10.00 from Anthony Chambers on June 23, 2024.

\$25.00 from Cassie McKinney on June 23, 2024.

\$200.00 from James Patrick and Suzanne Crippen on June 24, 2024.

\$10.00 from Anita Burton on June 25, 2024.

\$50.00 from Richard Roediger on June 25, 2024.

\$100.00 from Susan Zurcher on June 25, 2024.

\$2,500.00 from LR Janitors, LLC on June 26, 2024.

\$50.00 from Chad Wyen on June 26, 2024.

\$100.00 from Angelina Grosso on June 27, 2024.

\$100.00 from Alex Hara on June 28, 2024.

\$100.00 from Ellen and Tom Rohmiller on June 28, 2024.

\$100.00 Ron Bernard and Judy Woll on July 1, 2024.

\$500.00 from Lori Hausfeld on July 2, 2024.

\$100.00 from Jacquelyn Waggamon on July 3, 2024.

\$280.00 from Jeffrey Trzeciak on July 4, 2024.

\$50.00 from Heather Williams on July 4, 2024.

\$100.00 from Kenneth Marcellus on July 5, 2024.

\$10.00 from Jennifer Lamott on July 10, 2024.

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

\$5,000.00 from The Gerald M. and Carole A. Miller Family Foundation on June 24, 2024.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, July 17, 2024, 4:00 p.m.

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

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.

OATH OF OFFICE

The Oath of Office was administered to Carl Kennebrew, who was unable to attend the June meeting, by Gil Rutledge, Notary Public.

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 Ms. Isom, the agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Ms. Geers, seconded by Ms. Cardona-Jones, the minutes of the June 26, 2024 meeting were approved by the Board.

Ayes: All
Nays: None

CONSENT AGENDA

On a motion by Mr. Williamson, 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:

Cassandra Buckingham, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, Jack Cotting, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, and Shane Hall, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, to attend “Adult and Pediatric First Aid/CPR/AED” training sponsored by Focus Health and held in the Main Library on June 29, 2024. It is further recommended that registration in the amount of \$65.00 each be reimbursed by the Board.

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Wren Newmark-Weishan, Children Services Librarian, full-time, Grade 11, Northwest Branch Library, effective July 14, 2024 at the rate of \$26.25 per hour.

CHANGE IN LOCATION

Kathleen Co, Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library, from Patron Services Assistant, full-time, Grade 05, Miami Township Branch Library, effective July 14, 2024 at the rate of \$19.40 per hour.

CHANGE IN LOCATION, CHANGE IN POSITION

Ariya Arnold, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Information Services Assistant, full-time, Grade 08, Southeast Branch Library, effective June 14, 2024 at the rate of \$22.40 per hour.

CHANGE IN TITLE, CHANGE IN LOCATION, HAY RECLASSIFICATION

Donna Balskey, Facilities Clerk, 3/5-time, Grade 05, Facilities, from Administrative Assistant for Construction Management, 3/5-time, Grade CE1, Construction Management, effective June 30, 2024 at the rate of \$18.79 per hour.

LEAVE WITHOUT PAY

Laurel Spangler, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, effective August 23, 2024 for 56 hours for personal reasons.

PROMOTION, CHANGE IN LOCATION

Jacobee Buchanan, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Senior Patron Services Assistant, full-time, Grade 06, Burkhardt Branch Library, effective July 14, 2024 at the rate of \$19.62 per hour.

Frances Crawford, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Patron Services Assistant, full-time, Grade 05, Trotwood Branch Library, effective July 14, 2024 at the rate of \$19.35 per hour.

PROMOTION, CHANGE IN HOURS, CHANGE IN LOCATION

Garret Johnson, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Information Services Assistant, Substitute, Grade Sub08, Miamisburg Branch Library, effective July 14, 2024 at the rate of \$19.35 per hour.

Aaron Oates, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Information Services Librarian, Substitute, Grade Sub11, Special Collections, effective July 14, 2024 at the rate of \$19.35 per hour.

Laurel Spangler, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective July 14, 2024 at the rate of \$19.35 per hour.

Kendall Westmor, Floating Information Services Assistant, full-time, Grade 08, Public Services Administration, from Information Services Assistant, Substitute, Grade Sub08, Youth Services, effective July 14, 2024 at the rate of \$19.35 per hour.

RESIGNATION

Jeri Goins, Children Services Librarian, Substitute, Grade Sub11, Brookville Branch Library, effective February 15, 2024.

Terry Rawnsley, Information Services Librarian, Substitute, Grade Sub11, Special Collections, effective July 3, 2024.

Amy Schutte, Information Services Assistant (Technology Emphasis), full-time, Grade 08, Wilmington-Stroop Branch Library, effective July 27, 2024.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

\$10.00 from Anthony Chambers on June 23, 2024.
\$25.00 from Cassie McKinney on June 23, 2024.
\$200.00 from James Patrick and Suzanne Crippen on June 24, 2024.
\$10.00 from Anita Burton on June 25, 2024.
\$50.00 from Richard Roediger on June 25, 2024.
\$100.00 from Susan Zurcher on June 25, 2024.
\$2,500.00 from LR Janitors, LLC on June 26, 2024.
\$50.00 from Chad Wyen on June 26, 2024.
\$100.00 from Angelina Grosso on June 27, 2024.
\$100.00 from Alex Hara on June 28, 2024.
\$100.00 from Ellen and Tom Rohmiller on June 28, 2024.
\$100.00 from Ron Bernard and Judy Woll on July 1, 2024.
\$500.00 from Lori Hausfeld on July 2, 2024.
\$100.00 from Jacquelyn Waggamon on July 3, 2024.
\$280.00 from Jeffrey Trzeciak on July 4, 2024.
\$50.00 from Heather Williams on July 4, 2024.
\$100.00 from Kenneth Marcellus on July 5, 2024.
\$10.00 from Jennifer Lamott on July 10, 2024.

GRANTS

The Board approved each of the following grants:

\$5,000.00 from The Gerald M. and Carole A. Miller Family Foundation on June 24, 2024.

Ayes: All
Nays: None

COMMENTS FROM THE GENERAL PUBLIC

Lori Rotterman, President of the Dayton Metro Library Staff Association, shared an update on behalf of the DMLSA. She shared that the Union was pleased with the recently negotiated CBA, and felt that the process was handled respectfully and professionally. She also raised concerns about the decision to cut Sunday hours, the reduction in the usage of subs and aides, some positions being left vacant, and concerns about some staff's denied vacation time requests. She also mentioned the employee Climate Survey which was conducted in the fall, and stated that the results have not yet been shared with staff. DMLSA conducted a survey of its own members, the results of which were shared with the Trustees, along with a copy of Ms. Rotterman's remarks in full. DMLSA expressed its support of the effort to place a levy on the ballot.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for June 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>
6/15/2024	PLF	1,846,409.84	1,846,409.84		
6/21/2024	Real Estate Taxes	424,458.48	229,573.77	194,884.71	Debt Service
6/28/2024	Real Estate Taxes	124,451.86	69,608.88	54,642.98	Debt Service
Total		2,395,320.18	2,145,592.49	249,527.69	

Ms. Cardona-Jones left and rejoined the meeting at 4:10 p.m.

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the June 2024 Financial Report was approved by the Board.

Ayes: All
Nays: None

AMENDED 2024 APPROPRIATION RESOLUTION

It was necessary to amend the 2024 Appropriation Resolution so that unencumbered funds in various accounts could be used to cover possible deficiencies in some appropriated accounts in order to satisfy financial obligations.

The Fiscal Officer recommended the following amended appropriation allocations for the fiscal year ending December 31, 2024:

<u>2024 First Revised Appropriations</u>	
<u>GENERAL FUND</u>	
1000 – Salaries & Benefits	26,035,844.00
2000 - Supplies	1,059,861.00
3000 - Purchased Services	7,327,463.00
4000 – Library Materials & Information	4,659,850.00
5000 - Capital Outlay	604,445.00
6000 - Debt Service	-
7000 - Other Objects	183,543.00
8000 – Contingency	

9000 – Transfer Out	<u>71,445.00</u>
Total General Fund Appropriations	<u>39,942,451.00</u>
<u>SPECIAL REVENUE FUND</u>	
2000- Supplies	-
3000- Purchased Services	137,164.00
5000- Capital Outlay	283,000.00
Total Special Revenue Appropriations	<u>420,164.00</u>
<u>DEBT SERVICES FUND</u>	
3000 - Purchased Services	220,000.00
6000 - Debt Services	<u>10,067,499.00</u>
Total Debt Services Fund Appropriations	<u>10,287,499.00</u>
<u>BUILDING AND REPAIR FUND</u>	
3000 - Purchased Services	340,000.00
5000 - Capital Outlay	
7000 - Miscellaneous	
9000- Transfer Out	<u>3,000,000.00</u>
Total Building and Repair Fund Appropriations	<u>3,340,000.00</u>
<u>TAXABLE CONSTRUCTION FUND</u>	
2000 - Supplies	10,000.00
3000 - Purchased Services	3,000.00
5000 - Capital Outlay	
7000 - Miscellaneous	<u>20,000.00</u>
Total Taxable Construction Fund Appropriations	<u>33,000.00</u>
Total All Funds Appropriations	<u>54,023,114.00</u>

On a motion by Mr. Williamson, seconded by Mr. Kennebrew, the Board approved the Amended 2024 Appropriation Resolution.

Ayes: All
Nays: None

FUNDING DISTRIBUTION OF PUBLIC LIBRARY FUND FOR 2025

The Montgomery County Budget Commission has scheduled the 2025 Tax Budget Allocation Meeting for Thursday, August 29, 2024. The meeting includes public hearings from

the four libraries in Montgomery County.

On a motion by Ms. Geers, seconded by Ms. Isom, the Board passed the following resolution in anticipation of the Budget Commission meeting.

WHEREAS, the Montgomery County Budget Commission, recognized that the Montgomery County Public Library Fund Distribution Formula, as agreed to by the four libraries and adopted by the Budget Commission in 1998, needed clarification and adjustment, and

WHEREAS, the Commission, at its meeting on August 29, 2019, instructed the four libraries to meet with staff representatives of the Commission to develop a revised the Funding Distribution Formula for the Public Library Fund, and

WHEREAS, the libraries met on several occasions, discussed new strategies for a principled, fair, and equitable distribution of the Public Library Fund, and

WHEREAS, the representatives of the Library Boards of the four public libraries in Montgomery County have agreed to adopt the new Public Library Fund Distribution Formula as distributed to each of the Library Boards, and

WHEREAS, the Library Boards of all four libraries endorsed the adoption of the agreed to formula commencing with calendar year 2021, and

WHEREAS, the Funding Distribution Formula will to serve the citizens of Montgomery County in a principled, fair, and equitable manner, now

THEREFORE, BE IT RESOLVED, that the Board of Library Trustees of the Dayton Metro Library endorses the use of the new Funding Distribution Formula for the allocation of the 2025 Public Library Fund by the Montgomery County Budget Commission.

Ayes: All
Nays: None

By unanimous consent, President Thomas moved that items 12 and 13 be considered next, before returning to items 10 and 11.

RESOLUTION DECLARING IT NECESSARY TO LEVY AN ADDITIONAL 1.00 MILL LEVY AND REQUESTING THE COUNTY AUDITOR TO CERTIFY MATTERS IN CONNECTION THEREWITH

The Fiscal Officer recommended the Board of Library Trustees adopt the following resolution to place a question before voters on the November 5, 2024 ballot.

A roll call vote is required to establish that super majority of two-thirds of the Trustees (5) approve placement of the question on the ballot.

WHEREAS, the voters within the service area of Dayton Metro Library (“The Library”), Montgomery County, Ohio (composed of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts) authorized a One and Twenty Five Hundredths (1.25) Mill Replacement Levy and an increase of Fifty Hundredths Mill

(0.50) for a total of One and Seventy Five Hundredths (1.75) Mill for a continuous period beginning with collection year 2010; and

WHEREAS, the Board has determined an Additional 1.00 Mill Levy is necessary, and pursuant to Section 5705.03 of the Ohio Revised Code, the Board is required to certify to the Montgomery County Auditor a resolution requesting the County Auditor to certify certain matters in connection with such a tax levy.

NOW THEREFORE, BE IT RESOLVED, by at least two-thirds of the members of the Board of Trustees of the Library:

SECTION 1. That pursuant to the provisions of Sections 5705.03(B) and 5705.192 and 5705.23 of the Ohio Revised Code (“Revised Code”), the Board has determined that the amount of taxes that may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and that the Board hereby declares it to be necessary to levy a 1.00 Mill Additional tax levy outside the ten mill limitation.

SECTION 2. The question of the adoption of an Additional tax for the benefit of the Dayton Metro Library for the purpose of current expenses, pursuant to Revised Code §5705.03(B), and 5705.192 and 5705.23 that the county auditor estimates will collect \$10,558,000 annually, at a rate not exceeding 1.0 mills for each \$1 of value, which amounts to \$35.00 for each \$100,000 of the count/auditor's appraised value, for five(5) years shall be submitted to the electors of the entire territory of the Library at the election held on November 5, 2024. If approved by the electors, the Additional levy shall first be placed upon the 2024 tax list and duplicate, for first collection in calendar year 2025 and continue for a period of five years.

SECTION 3. That the territory of Dayton Metro Library is located in Montgomery County only, and is composed of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts, and the tax is to be levied on the entire territory of the Library.

SECTION 4. That pursuant to Section 5705.03 of the Revised Code, the Auditor of Montgomery County, Ohio (the “County Auditor”) is hereby requested to certify to this Board the total current tax by 1.00 mills, and the Fiscal Officer of this Board be and is hereby directed to certify forthwith a copy of this resolution to the County Auditor as required by law so that said County Auditor may certify such matters in accordance with section 5705.03 of the Revised Code.

On a motion by Ms. Woodhull, seconded by Ms. Isom, the Board approved the Resolution.

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

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

Ayes: All

Nays: None

A RESOLUTION DECLARING THE NECESSITY OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF MONTGOMERY, AS THE TAXING AUTHORITY OF THE DAYTON METRO LIBRARY, SUBMITTING THE QUESTION OF AN ADDITIONAL 1.00 MILLS LEVY, GENERATING \$10,558,000.00 PER ANNUM FOR FIVE YEARS TO THE ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE LIBRARY, AND REQUESTING THE BOARD OF COUNTY COMMISSIONERS TO SUBMIT THE QUESTION OF THE ADDITIONAL TAX TO THE ELECTORS OF SAID LIBRARY DISTRICT, PURSUANT TO SECTION 5705.03 OF THE REVISED CODE

The Fiscal Officer recommended the Board of Library Trustees adopt the following resolution to place a question before voters on the November 5, 2024 ballot.

A roll call vote is required to establish that super majority of two-thirds of the Trustees (5) approve placement of the question on the ballot.

WHEREAS, this Board is charged with the title, custody, control and maintenance of a county library district known as the “Dayton Metro Library”; and

WHEREAS, pursuant to a resolution duly adopted by the State Library Board, the Dayton Metro Library is comprised of all the territory of the County of Montgomery, with the exception of the territory of (i) Centerville City School District, which is served by the Washington-Centerville Public Library, (ii) Oakwood City School District, which is served by the Wright Memorial Public Library, and (iii) Valley View Local School District, which is served by the Germantown Public Library; and

WHEREAS, the voters within the service area of Dayton Metro Library (“The Library”), Montgomery County, Ohio (composed of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts) authorized a One and Twenty Five Hundredths (1.25) Mill Replacement Levy and an increase of Fifty Hundredths Mill (0.50) for a total of One and Seventy Five Hundredths (1.75) Mill for a continuous period beginning with collection year 2010; and

WHEREAS, the Board has determined an Additional 1.00 Mill Levy is necessary, and pursuant to Section 5705.03 of the Ohio Revised Code, the Board is required to certify to the Montgomery County Auditor a resolution requesting the County Auditor to certify certain matters in connection with such a tax levy.

NOW THEREFORE, BE IT RESOLVED, by at least two-thirds of the members of the Board of Trustees of the Library:

SECTION 1. That pursuant to the provisions of Sections 5705.03(B) and 5705.192 and 5705.23 of the Ohio Revised Code (“Revised Code”), the Board has determined that the amount of taxes that may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and that the Board hereby declares it to be necessary to levy a 1.00 Mill Additional tax levy outside the ten mill limitation.

SECTION 2. The question of the adoption of an Additional tax for the benefit of the Dayton Metro Library for the purpose of current expenses, pursuant to Revised Code §5705.03(B), and 5705.192 and 5705.23 that the county auditor estimates will collect \$10,558,000 annually, at a

rate not exceeding 1.0 mills for each \$1 of value, which amounts to \$35.00 for each \$100,000 of the count/auditor's appraised value, for five(5) years shall be submitted to the electors of the entire territory of the Library at the election held on November 5, 2024. If approved by the electors, the Additional levy shall first be placed upon the 2024 tax list and duplicate, for first collection in calendar year 2025 and continue for a period of five years.

SECTION 3. That the territory of Dayton Metro Library is located in Montgomery County only, and is composed of all school districts in Montgomery County except Washington-Centerville, Oakwood and Valley View School Districts, and the tax is to be levied on the entire territory of the Library.

SECTION 4. An additional tax for the benefit of the Dayton Metro Library for the purpose of current expenses, pursuant to Revised Code §5705.03(B), and 5705.192 and 5705.23 that the county auditor estimates will collect \$10,558,000 annually, at a rate not exceeding 1.0 mills for each \$1 of value, which amounts to \$35.00 for each \$100,000 of the count/auditor's appraised value, for five (5) years.

SECTION 5. The question of such tax levy shall be submitted to the electors of the library district of the Library, as established under R.C. Chapter 3375, at the election to be held therein on November 5, 2024. Such tax levy shall be for five years and at a rate not exceeding 1.00 mills for each one dollar of valuation, which amounts to \$0.035 for each one hundred dollars of valuation. Such tax levy shall be placed upon the tax list and duplicate for the current tax year, beginning 2024, first due in calendar year 2025, if a majority of the electors voting thereon vote in favor thereof.

On a motion by Mr. Kennebrew, seconded by Ms. Cardona-Jones, the Board approved the Resolution.

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

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

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Kristina Hill, Community Wellness Specialist, shared a presentation about the highly successful and expanding Peer Services and Food Pantry Programs. The Peer Service program is a partnership with Goodwill Easter Seals, and funding from the Montgomery County Opiate settlement will be used to further expand the program. The Food Pantry program is currently serving 10 branches, and has provided a total of 3,396 meals in 2024.

RESOLUTION TO RELEASE APARTMENT PROPERTY FROM MONTGOMERY COUNTY REA 32022-00015201

The Executive Director recommended the approval of the following Resolution:

WHEREAS, the City of Huber Heights and The Dayton Metro Library entered into that certain Reciprocal Easement Agreement dated January 13, 2022, recorded March 4, 2022 as File # 2022-00015201 in the Montgomery County Recorder’s Office (“**REA**”), which affects the real property described on Exhibit A hereto (the “**Apartment Property**”), among other real property, and

WHEREAS, the City of Huber Heights has conveyed the Apartment Property to Continental for the development of a multifamily residential development that will be developed separate and apart from the Library Parcel and the remainder of the City Parcel (as such terms are defined in the REA), and

WHEREAS, the City of Huber Heights, Continental, and The Dayton Metro Library desire to terminate and release the Apartment Property and only the Apartment Property from the REA.

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

Section 1. The Dayton Metro Library hereby agrees to the termination and release of the Apartment Property both now and in the future from the REA, including all terms, covenants, conditions, restrictions, and obligations contained therein. For the avoidance of doubt, the REA shall continue in full force and effect with respect to all other real property described therein excluding the Apartment Property.

On a motion by Ms. Geers, seconded by Ms. Woodhull, the Board approved the Resolution.

Ayes: All
Nays: None

BOARD RETREAT UPDATE

President Thomas announced that the Board will hold a Retreat on Saturday, November 16, 2024. Additional information and the requisite Special Meeting notice will be provided in advance of the meeting.

NEW BUSINESS

No new business was 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, September 18, 2024 at 4:00 p.m. in the Northwest Branch Library’s Community Room.

ADJOURNMENT

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

Ayes: All
Nays: None

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.

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.

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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

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		
Total		3,383,135.07	2,727,443.66	604,862.71	

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>
Westfield Package (1)	\$209,169	\$223,858
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
Cincinnati Boiler – 2023 to 2026	\$3,109	\$3,109
Cincinnati Executive Liability – 2023 to 2026	\$15,000	\$15,000
Travelers Cyber (2)	\$13,740	\$11,820
Total Estimated Premium (3)	\$241,018	\$253,787

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.

Superior Dental	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
Single	\$21.61	\$17.29	\$4.32	\$2.16
Family	\$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.

Anthem Vision	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
Single	\$4.98	\$3.98	\$1.00	\$0.50
Family	\$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.

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

3,383,135.07

2,727,443.66

604,862.71

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
Westfield Package (1)	\$209,169	\$223,858
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
Cincinnati Boiler – 2023 to 2026	\$3,109	\$3,109
Cincinnati Executive Liability – 2023 to 2026	\$15,000	\$15,000
Travelers Cyber (2)	\$13,740	\$11,820
Total Estimated Premium (3)	\$241,018	\$253,787

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
Single	\$21.61	\$17.29	\$4.32	\$2.16
Family	\$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.

Anthem Vision	Monthly Premium	Library Monthly Cost	Employee Monthly Cost	Employee Cost Per Pay
Single	\$4.98	\$3.98	\$1.00	\$.50
Family	\$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

DAYTON METRO LIBRARY

REVISED- AGENDA OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Saturday, November 16, 2024, 9:30 a.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

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. FINANCE REPORT- INFORMATION

Hilary Ross Browning, Finance Officer/Fiscal Director, will provide a review of the current Financial situation.

5. EXECUTIVE DIRECTOR'S REPORT- INFORMATION

The Executive Director will update the Board on current Library programs and services. This will include a review of the Facilities plans and the results of the 2023 employee Climate Survey.

6. DEPUTY EXECUTIVE DIRECTOR'S REPORT- INFORMATION

The Deputy Executive Director will provide a recap of the Library's Strategic Plan and the key steps taken in 2024.

LUNCH

The Board will briefly adjourn for lunch. At the President and Board's discretion, they may elect to make this a working lunch, and continue with the meeting.

7. BOARD PRESIDENT'S REPORT- INFORMATION

The Board President will initiate a conversation and solicit Board feedback concerning the next steps for the Library.

8. LIBRARY CLIMATE, BURNOUT AND TRAUMA- INFORMATION

The Executive Director will facilitate a discussion of the factors which are affecting libraries nationwide, as highlighted in the Christina Caron *New York Times* article published on October 31, 2024. The Human Resources and Organizational Development Director will provide updates about the services the Library offers to help staff cope with the growing stresses and challenges of the profession. The results of the 2023 staff Climate Survey may also be revisited as part of this discussion.

9. MONTGOMERY COUNTY YOUTH NEEDS BY THE NUMBERS PRESENTATION- INFORMATION (60 minutes)

Kelly Geers, Dayton Metro Library Trustee, will discuss Montgomery County Educational data, and facilitate a discussion about how Dayton Metro Library may be able to assist in county-wide educational initiatives.

10. DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETINGS - INFORMATION

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 at the Miami Township Branch Library.

11. EXECUTIVE SESSION- ACTION

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.

12. ADJOURNMENT – ACTION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Saturday, November 16, 2024, 9:30 a.m.

WILMINGTON-STROOP BRANCH LIBRARY- Community Room

PRESENT: Nolan Thomas, Kelly Geers, Myla Cardona-Jones, Carl Kennebrew, David Williamson (out at 1:11 pm, back at 1:12 p.m.), Shannon Isom

PRESIDING: Nolan Thomas, President

EXECUTIVE DIRECTOR: Jeffrey Trzeciak

FISCAL OFFICER: Hilary Ross Browning

CALL TO ORDER

The Board President called the meeting to order at 9:48 a.m. He began by thanking the voters within the Dayton Metro Library service area for the passage of Dayton Metro Library's 5-year, 1-mill Additional Levy.

DECLARATIONS 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 THE AGENDA

On a motion by Ms. Isom, seconded by President Thomas, the agenda for the November 16, 2024 Special Meeting of the Dayton Metro Library Board of Trustees was approved.

Ayes: All

Nays: None

PUBLIC COMMENT

There were no comments from the public.

FINANCE REPORT

Hilary Ross Browning, the Fiscal Officer/Finance Director, provided a detailed overview of the Library's current Financial standing. She discussed revenues and expense assumptions, as well as updated revenue forecasts, and line-by-line overviews of the 2025 system and departmental budgets.

EXECUTIVE DIRECTOR'S REPORT

Jeffrey Trzeciak, Executive Director, shared updates from the successful Levy campaign, and reviewed national library trends from Urban Library Council's 2024 Library Insights Survey.

Deansai Myers, Human Resources and Organizational Development Director, reviewed the results of the Library's 2023 Staff Climate Survey, and reviewed the steps being taken by the system to address burnout and trauma.

There was a brief adjournment for lunch.

Phillip Dunlevy, Facilities Director, provided an overview of upcoming Facilities projects, and a recap of recent initiatives.

Mike Hensel, Wilmington-Stroop Branch Library Manager, thanked the Trustees for visiting his branch, and was thanked for hosting.

DEPUTY EXECUTIVE DIRECTOR'S REPORT

In the interest of time, President Thomas announced that the Deputy Executive Director's Report will be added to the agenda of the regular November 20, 2024 Board of Trustees meeting.

BOARD PRESIDENT'S REPORT

President Thomas facilitated a discussion of the Board's current meeting, onboarding and educational practices. It was determined that the Board is pleased with the nature, frequency and composition of their meetings. The Trustee onboarding process has been improved, with an assist from the OLC Trustee workshop. The Board identified continuing education as an opportunity for growth, and to this end, Susan Willeke of the Ohio Ethics Commission has been scheduled to provide Ethics training at the February 2025 meeting. The Board expressed interest in exploring opportunities for self-evaluation, as well as periodic review of Library policies.

Mr. Williamson left at 1:11 p.m. Mr. Williamson returned at 1:12 p.m.

LIBRARY CLIMATE, BURNOUT AND TRAUMA

Following on from the discussion led by Deansai Myers, the Executive Director expressed that addressing trauma will be a key facet of his and the Library's 2025 goals.

MONTGOMERY COUNTY YOUTH NEEDS BY THE NUMBERS PRESENTATION

Kelly Geers, Dayton Metro Library Trustee, discussed Montgomery County Educational data, and facilitated a discussion about how Dayton Metro Library may be able to assist in county-wide educational initiatives. It was determined that this information will be shared with Youth Services and Management staff.

DAYTON METRO LIBRARY BOARD OF TRUSTEES MEETING

The next Board of Trustees Meeting 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 Mr. Kennebrew, the Board went into Executive Session.

A roll call vote was taken as follows:

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

Ayes: All

Nays: None

The Board entered Executive Session at 2:15 p.m. and returned to open session at 3:19 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 President Thomas, the Board adjourned at 3:19 p.m.

Ayes: All

Nays: None

DAYTON METRO LIBRARY

REVISED- AGENDA OF THE MEETING OF THE BOARD OF TRUSTEES

Wednesday, December 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 November 20, 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. PERSONNEL ACTIONS

It is recommended that the Board approve the personnel actions as listed at the end of the agenda.

B. 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 November 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>
11/13/2024	Public Library Fund	1,662,122.18	1,662,122.18		
11/27/2024	RE Homestead Settlement	5,262.00	2,795.00	2,467.00	Debt Service
Total		1,667,384.18	1,664,917.18	2,467.00	

7. AMENDED 2024 APPROPRIATION RESOLUTION – ACTION

It will be necessary to amend the 2024 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, 2024:

2024 Final Revised Appropriations				
<u>GENERAL FUND</u>	First Revised Budget (Current Year Appropriation)	First Revised Budget w/Carryforward	Final Revised Budget w/Carryforward	Amount Change
1000 – Salaries & Benefits	26,035,844.00	26,121,539.00	26,455,539.00	334,000.00
2000 - Supplies	1,059,861.00	1,187,834.00	1,087,834.00	(100,000.00)
3000 - Purchased Services	7,327,463.00	8,592,047.00	8,592,047.00	-
4000 – Library Materials & Information	4,659,850.00	5,373,947.00	5,373,947.00	-
5000 - Capital Outlay	604,445.00	967,220.00	702,220.00	(265,000.00)
6000 - Debt Service	-			
7000 - Other Objects	183,543.00	206,397.00	237,397.00	31,000.00
8000 – Contingency				
9000 – Transfer Out	71,445.00	71,445.00	71,445.00	-
Total General Fund Appropriations	<u>39,942,451.00</u>	<u>42,520,429.00</u>	<u>42,520,429.00</u>	<u>-</u>

2024 Final Revised Appropriations			
	First Revised Budget (Current Year Appropriation)	Final Revised Budget (Current Year Appropriation)	Amount Change
<u>SPECIAL REVENUE FUND</u>			
2000- Supplies	-	-	-
3000- Purchased Services	137,164.00	137,164.00	-
5000- Capital Outlay	283,000.00	283,000.00	-
Total Special Revenue Appropriations	<u>420,164.00</u>	<u>420,164.00</u>	<u>-</u>
<u>DEBT SERVICES FUND</u>			
3000 - Purchased Services	220,000.00	220,000.00	-
6000 - Debt Services	10,067,499.00	10,067,499.00	-
Total Debt Services Fund Appropriations	<u>10,287,499.00</u>	<u>10,287,499.00</u>	<u>-</u>
<u>BUILDING AND REPAIR FUND</u>			
3000 - Purchased Services	340,000.00	340,000.00	-
5000 - Capital Outlay			-
7000 - Miscellaneous			-
9000- Transfer Out	3,000,000.00	3,000,000.00	-
Total Building and Repair Fund Appropriations	<u>3,340,000.00</u>	<u>3,340,000.00</u>	<u>-</u>
<u>TAXABLE CONSTRUCTION FUND</u>			
2000 - Supplies	10,000.00	10,000.00	-
3000 - Purchased Services	3,000.00	3,000.00	-
5000 - Capital Outlay			-
7000 - Miscellaneous	20,000.00	20,000.00	-
Total Taxable Construction Fund Appropriations	<u>33,000.00</u>	<u>33,000.00</u>	<u>-</u>

8. TEMPORARY 2025 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, 2025.

The Executive Director recommends the following Temporary 2025 Appropriation Resolution be passed:

GENERAL FUND

1000 – Salaries & Benefits	\$27,849,905
2000 - Supplies	\$861,115
3000 - Purchased Services	\$7,477,925
4000 – Library Materials & Information	\$5,422,000
5000 - Capital Outlay	\$807,600
6000 - Debt Service	\$0
7000 - Other Objects	\$181,455
8000 – Contingency	\$0
9000 – Transfer Out	<u>\$0</u>
Total General Fund Appropriations	<u>\$42,600,000</u>

SPECIAL REVENUE FUND

3000 - Purchased Services	\$137,164
5000 – Capital Outlay	<u>\$281,445</u>
Total Special Revenue Fund Appropriations	<u>\$418,609</u>

DEBT SERVICES FUND

3000 - Purchased Services	\$220,000
6000 - Debt Services	<u>\$10,064,462</u>
Total Debt Services Fund Appropriations	<u>\$10,284,462</u>

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$0
5000 - Capital Outlay	\$0
7000 - Miscellaneous	<u>\$0</u>
9000 – Transfers Out	\$3,000,000
Total Building and Repair Fund Appropriations	<u>\$3,000,000</u>

Total All Funds Appropriations **\$56,303,071**

It is recommended that the Board approve the Temporary Appropriation for 2025 for the General Fund in the amount of \$42,600,000, the Special Revenue Fund in the amount of \$418,609, the Debt Services Fund in the amount of \$10,284,462, and the Building & Repair Fund in the amount of \$3,000,000.

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

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

- Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, and Robert Owens, Racial Equity Manager, Equity, Diversity and Inclusion- Reading Railroad
- Southeast Update
- PLF Update

10. 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 26, 2025

Current Rate	\$11.50	\$11.75	\$12.18
New Rate	\$12.00	\$12.25	\$12.68

The proposed Substitute Pay Schedule includes increases of 4% for each employee over current rates:

DAYTON METRO LIBRARY
Proposed Substitute Pay Ranges
Effective January 26, 2025

Grade	Minimum	Maximum
Sub 01	\$11.45	\$13.69
Sub 02	\$11.79	\$14.07
Sub 03	\$12.16	\$14.53
Sub 04	\$12.59	\$15.03
Sub 05	\$13.16	\$15.70
Sub 06	\$13.73	\$16.38
Sub 07	\$14.41	\$17.22
Sub 08	\$15.20	\$18.15
Sub 09	\$16.06	\$19.18
Sub 10	\$17.10	\$20.43
Sub 11	\$18.24	\$21.79
Sub 12	\$19.62	\$23.42

Professional Offset \$2.11

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 26, 2025.

11. 2025 LIBRARY STAFF SURVEY- DISCUSSION

The Board President will seek input from the Board on a 2025 Library Staff Survey.

12. NOMINATING COMMITTEE - ACTION

At the November meeting the Board President appointed Ms. Isom, Mr. Williamson and Mr. Thomas to serve as the chair for the ad hoc nominating committee in order to present a 2025 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2024. 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 2025.

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 22, 2025 at 4:00 p.m. in the Board Room at the Main Library.

15. EXECUTIVE SESSION- ACTION

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.

16. ADJOURNMENT – ACTION

CONSENT AGENDA ADDENDUM

A. PERSONNEL ACTIONS

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

Keilani Judkins, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective December 15, 2024 at the rate of \$24.98 per hour.

Yasmine Lajimi, Community Wellness Specialist, full-time, Grade 12, Community Development, effective December 29, 2024 at the rate of \$24.98 per hour.

Eric Pennington, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective December 15, 2024 at the rate of \$29.3269 per hour.

David Williams, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 29, 2024 at the rate of \$19.00 per hour.

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

Precious Jones, Library Aide, Miami Township Branch Library, effective November 25, 2024 for 25 days for school.

Keilani Judkins, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective January 20, 2025 for 40 hours for vacation.

Matthew Lamm, Facilities Technician, full-time, Grade 09, Facilities, effective December 3, 2024 for 7.8 hours for personal reasons.

Laurel Spangler, Floating Information Services Assistant, full-time, Grade 08, Public Services, effective November 13, 2024 for 0.1 hours for personal reasons.

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

Damar Schlub, Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, from Library Aide, Miamisburg Branch Library, effective December 1, 2024 at the rate of \$19.35 per hour.

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

Kathleen Co, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, from Patron Services Assistant, full-time, Grade 05, Electra C. Doren Branch Library effective December 1, 2024 at the rate of \$19.98 per hour.

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

Michael Collins, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective November 1, 2024.

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective December 7, 2024.

Edward Love II, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 26, 2024.

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

Jason Long, Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective December 15, 2024 at the rate of \$30.6541 per hour.

B. **GIFTS AND GRANTS**

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

\$100.00 from Norma Landis on November 8, 2024.

\$3,549.00 from Friends of the Dayton Metro Library Foundation on December 2, 2024.

\$10,000.00 from Ann Bender on December 2, 2024.

\$85.00 from Mary Jo Pfander on December 9, 2024.

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

Dayton Metro Library has not received any Grants since the November Meeting.

DAYTON METRO LIBRARY

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

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

PRESENT: Nolan Thomas, Sara Woodhull, David Williamson, Kelly Geers, Carl Kennebrew

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 Ms. Woodhull, seconded by Mr. Kennebrew, the revised agenda was approved by the Board.

Ayes: All
Nays: None

APPROVAL OF MINUTES

On a motion by Mr. Williamson, seconded by Ms. Geers, the minutes of the November 20, 2024 meeting were approved by the Board.

Ayes: Four
Nays: None
Abstentions: One

CONSENT AGENDA

On a motion by Mr. Kennebrew, seconded by Ms. Woodhull, the following items from the Consent Agenda were approved by the Board:

PERSONNEL ACTIONS

The following personnel actions were approved by the Board:

APPOINTMENT

Keilani Judkins, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective December 15, 2024 at the rate of \$24.98 per hour.

Yasmine Lajimi, Community Wellness Specialist, full-time, Grade 12, Community Development, effective December 29, 2024 at the rate of \$24.98 per hour.

Eric Pennington, Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective December 15, 2024 at the rate of \$29.3269 per hour.

David Williams, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective December 29, 2024 at the rate of \$19.00 per hour.

LEAVE WITHOUT PAY

Precious Jones, Library Aide, Miami Township Branch Library, effective November 25, 2024 for 25 days for school.

Keilani Judkins, Older Adult Services Specialist, full-time, Grade 12, Equity, Diversity and Inclusion, effective January 20, 2025 for 40 hours for vacation.

Matthew Lamm, Facilities Technician, full-time, Grade 09, Facilities, effective December 3, 2024 for 7.8 hours for personal reasons.

Laurel Spangler, Floating Information Services Assistant, full-time, Grade 08, Public Services, effective November 13, 2024 for 0.1 hours for personal reasons.

PROMOTION

Damar Schlub, Information Services Assistant, full-time, Grade 08, Miamisburg Branch Library, from Library Aide, Miamisburg Branch Library, effective December 1, 2024 at the rate of \$19.35 per hour.

PROMOTION, CHANGE IN LOCATION

Kathleen Co, Information Services Assistant, full-time, Grade 08, Miami Township Branch Library, from Patron Services Assistant, full-time, Grade

05, Electra C. Doren Branch Library effective December 1, 2024 at the rate of \$19.98 per hour.

RESIGNATION

Michael Collins, Safety and Protective Services Officer, full-time, Grade CE2, Safety and Protective Services, effective November 1, 2024.

Caitlin Jones, Information Services Assistant, full-time, Grade 08, Kettering-Moraine Branch Library, effective December 7, 2024.

Edward Love II, Homework Help Assistant, Substitute, Grade Sub08, Youth Services, effective September 26, 2024.

RETURN TO APPOINTED POSITION

Jason Long, Assistant Branch Library Manager, full-time, Grade S07, Northmont Branch Library, from Assistant Branch Library Manager, full-time, Grade S07, Southeast Branch Library, effective December 15, 2024 at the rate of \$30.6541 per hour.

GIFTS AND GRANTS

GIFTS

The Board approved each of the following gifts:

\$100.00 from Norma Landis on November 8, 2024.

\$3,549.00 from Friends of the Dayton Metro Library Foundation on December 2, 2024.

\$10,000.00 from Ann Bender on December 2, 2024.

\$85.00 from Mary Jo Pfander on December 9, 2024.

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 general public.

MONTHLY FINANCIAL REPORT

The Monthly Financial Reports for November 2024 were included in the Board folder. Hilary Ross Browning, Fiscal Officer, gave a review of the Financials.

The Board Meeting was adjourned from 4:07-4:45 p.m., as the Library was evacuated, with the Library reopening to the public at 4:45 p.m. and the meeting returned to open session at 4:47 p.m.

The Board President called the Meeting back to order at 4:47 p.m. He thanked staff for their efforts to restore order and reopen in a timely and safe manner.

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>
11/13/2024	Public Library Fund	1,662,122.18	1,662,122.18		
11/27/2024	RE Homestead Settlement	5,262.00	2,795.00	2,467.00	Debt Service
Total		1,667,384.18	1,664,917.18	2,467.00	

On a motion by Mr. Williamson, seconded by Ms. Geers, the November 2024 Financial Report was approved by the Board.

Ayes: All
Nays: None

AMENDED 2024 APPROPRIATION RESOLUTION

Hilary Ross Browning, Fiscal Officer, told the Trustees that it would be necessary to amend the 2024 Appropriation Resolution.

On a motion by Mr. Kennebrew, seconded by Ms. Woodhull, the Board approved the following amended appropriation allocations for the fiscal year ending December 31, 2024:

2024 Final Revised Appropriations				
<u>GENERAL FUND</u>	First Revised Budget (Current Year Appropriation)	First Revised Budget w/Carryforward	Final Revised Budget w/Carryforward	Amount Change
1000 – Salaries & Benefits	26,035,844.00	26,121,539.00	26,455,539.00	334,000.00
2000 - Supplies	1,059,861.00	1,187,834.00	1,087,834.00	(100,000.00)
3000 - Purchased Services	7,327,463.00	8,592,047.00	8,592,047.00	-
4000 – Library Materials & Information	4,659,850.00	5,373,947.00	5,373,947.00	-
5000 - Capital Outlay	604,445.00	967,220.00	702,220.00	(265,000.00)
6000 - Debt Service	-			
7000 - Other Objects	183,543.00	206,397.00	237,397.00	31,000.00
8000 – Contingency				
9000 – Transfer Out	71,445.00	71,445.00	71,445.00	-
Total General Fund Appropriations	<u>39,942,451.00</u>	<u>42,520,429.00</u>	<u>42,520,429.00</u>	<u>-</u>

2024 Final Revised Appropriations			
	First Revised Budget (Current Year Appropriation)	Final Revised Budget (Current Year Appropriation)	Amount Change
<u>SPECIAL REVENUE FUND</u>			
2000- Supplies	-	-	-
3000- Purchased Services	137,164.00	137,164.00	-
5000- Capital Outlay	283,000.00	283,000.00	-
Total Special Revenue Appropriations	420,164.00	420,164.00	-
<u>DEBT SERVICES FUND</u>			
3000 - Purchased Services	220,000.00	220,000.00	-
6000 - Debt Services	10,067,499.00	10,067,499.00	-
Total Debt Services Fund Appropriations	10,287,499.00	10,287,499.00	-
<u>BUILDING AND REPAIR FUND</u>			
3000 - Purchased Services	340,000.00	340,000.00	-
5000 - Capital Outlay			-
7000 - Miscellaneous			-
9000- Transfer Out	3,000,000.00	3,000,000.00	-
Total Building and Repair Fund Appropriations	3,340,000.00	3,340,000.00	-
<u>TAXABLE CONSTRUCTION FUND</u>			
2000 - Supplies	10,000.00	10,000.00	-
3000 - Purchased Services	3,000.00	3,000.00	-
5000 - Capital Outlay			-
7000 - Miscellaneous	20,000.00	20,000.00	-
Total Taxable Construction Fund Appropriations	33,000.00	33,000.00	-

Ayes: All
Nays: None

TEMPORARY 2025 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 2025.

The Executive Director recommended passage of the Temporary 2025 Appropriation Resolution:

GENERAL FUND

1000 – Salaries & Benefits	\$27,849,905
2000 - Supplies	\$861,115
3000 - Purchased Services	\$7,477,925
4000 – Library Materials & Information	\$5,422,000
5000 - Capital Outlay	\$807,600
6000 - Debt Service	\$0
7000 - Other Objects	\$181,455
8000 – Contingency	\$0
9000 – Transfer Out	\$0
Total General Fund Appropriations	<u>\$42,600,000</u>

SPECIAL REVENUE FUND

3000 - Purchased Services	\$137,164
5000 – Capital Outlay	\$281,445
Total Special Revenue Fund Appropriations	<u>\$418,609</u>

DEBT SERVICES FUND

3000 - Purchased Services	\$220,000
6000 - Debt Services	\$10,064,462
Total Debt Services Fund Appropriations	<u>\$10,284,462</u>

BUILDING AND REPAIR FUND

3000 - Purchased Services	\$0
5000 - Capital Outlay	\$0
7000 - Miscellaneous	\$0
9000 – Transfers Out	\$3,000,000
Total Building and Repair Fund Appropriations	<u>\$3,000,000</u>

Total All Funds Appropriations **\$56,303,071**

On a motion by Ms. Geers, seconded by Mr. Williamson, the Board approved the Temporary Appropriation for 2025 for the General Fund in the amount of \$42,600,000, the Special Revenue

Fund in the amount of \$418,609, the Debt Services Fund in the amount of \$10,284,462, and the Building & Repair Fund in the amount of \$3,000,000.

Ayes: All
Nays: None

EXECUTIVE DIRECTOR'S REPORT

Rachel Gut, Deputy Executive Director, shared an update about the Southeast Branch Library, and the Community Conversations which have occurred in response to the incidents which led to the partial building closure from 2:30-4:00 p.m. on weekday afternoons, a practice which began September 27th. This is a partial closure in that patrons who are in the library prior to 2:30 may remain- the Library switches to an "exit-only model" for 90 minutes where no patrons may enter the building until 4:00 p.m. There have been no fights since this practice began, and the closure has been reduced from the initial hours of 2:30-5:00 p.m. The Library has held three community forums to solicit solutions and feedback from members of the community. Southeast and Main staff have both received crowd control training. A new Southeast leadership team has recently taken over the branch. Additional Safety and Protective Services staff are being made available for the branch in future.

The current plan is to maintain this closure through the school year, and reopen for full hours in May, after the school year, as well as (likely) next Fall.

Dr. Karlos L. Marshall, Equity, Diversity and Inclusion Director, and Robert Owens, Racial Equity Manager, shared a presentation regarding the Library's new "Reading Railroad" initiative, which is to be a cornerstone of the Black Boy Brilliance campaign. This campaign seeks to centralize Black boys and their stories, and try to project positive images of Black men and boys as readers. A component of this effort is "250 in 2025," which will seek to have 250 Black men read stories in the library, to foster positive role models and foster this presence in the library. There will be a "Hometown Hero" series, which will feature various high-profile Black men from throughout Montgomery County reading. Many of these story times will be held in buildings across the system, but there are also opportunities for video and audio recording sessions. These initiatives are among the first of their kind in the country, and Dayton Metro Library seeks to remain a leader in this space.

Recent programs, such as the Student Athlete Mental Health Symposium and the Flowers for Fathers Vigil, were also highlighted.

The Executive Director commended the EDI team for their innovative and trailblazing efforts. He also noted that Dr. Marshall was prominently featured in the PLA's annual request for membership renewals.

The Executive Director shared a presentation regarding the conversations to adopt a revised Montgomery County Public Library Fund distribution formula. This process was initiated at the request of Wright Memorial Public Library. Per the County Auditor's guidance, a minimum of three of the four county libraries must agree to a formula for it to be considered and adopted. To this end, leadership from Dayton Metro Library, Washington-Centerville Public Library and Germantown Public Library have met to propose a new formula, which would be gradually eased into, and which would include minimum and maximum distribution thresholds for the first time. It is hoped that the results will be more equitable, though nothing has yet been formalized or approved. The Executive Director will keep the Board informed of any developments, but wanted to make sure they are aware of this process, and the developments which precipitated it.

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 26, 2025**

Current Rate	\$11.50	\$11.75	\$12.18
New Rate	\$12.00	\$12.25	\$12.68

The proposed Substitute Pay Schedule includes increases of 4% for each employee over current rates:

**DAYTON METRO LIBRARY
Proposed Substitute Pay Ranges
Effective January 26, 2025**

Grade	Minimum	Maximum
Sub 01	\$11.45	\$13.69
Sub 02	\$11.79	\$14.07
Sub 03	\$12.16	\$14.53
Sub 04	\$12.59	\$15.03
Sub 05	\$13.16	\$15.70
Sub 06	\$13.73	\$16.38
Sub 07	\$14.41	\$17.22
Sub 08	\$15.20	\$18.15
Sub 09	\$16.06	\$19.18
Sub 10	\$17.10	\$20.43
Sub 11	\$18.24	\$21.79
Sub 12	\$19.62	\$23.42

Professional Offset \$2.11

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 26, 2025.

Ayes: All
Nays: None

2025 LIBRARY STAFF SURVEY

President Thomas explained that he had requested that this agenda item be added for consideration in light of the challenging times for Libraries and their staff members. He proposes that the Library conduct a staff survey in 2025, and requested that the Board be involved in the planning process. He proposed an initial discussion be held prior to the commissioning of the survey in 2025. Deansai Myers, Human Resources and Organizational Development Director was invited to provide a report concerning what a 2025 Staff Survey may look like.

Before this report was given, and in light of the time, Mr. Williamson moved that this discussion be tabled until the January 22, 2025 Board of Trustees Meeting. This motion was seconded by President Thomas, and approved by unanimous consent.

NOMINATING COMMITTEE

At the November meeting the Board President appointed himself, Mr. Williamson and Ms. Isom to serve as the ad hoc nominating committee in order to present a 2025 Slate of Officers to include President, Vice President and Secretary for election at the annual meeting in December 2024. 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 2025.

The Board President explained that the committee had agreed upon a slate for election. The slate was presented as follows:

David Williamson – President
Sara Woodhull – Vice President
Myla Cardona-Jones – Secretary
Kelly Geers – Liaison to the Foundation

President Thomas opened the floor for any further nominations. None were announced.

On a motion by Mr. Kennebrew, seconded by Ms. Geers, the Board elected the slate of officers by acclamation as presented above.

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 Mr. Williamson, seconded by Ms. Geers, 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. Geers, the Board approved the surety bonds for the Treasurer and Deputy Treasurer.

Ayes: All
Nays: None

NEW BUSINESS

No New Business was 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, January 22, 2025 at 4:00 p.m. in the Board Room of 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.

President Thomas made a motion for the Board to enter into Executive Session, Mr. Kennebrew seconded.

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

Ms. Woodhull: Aye
Ms. Geers: Aye
Mr. Williamson: Aye
Mr. Kennebrew: Aye
Mr. Thomas: Aye

Ayes: All
Nays: None

The Board entered Executive Session at 6:02 p.m. and returned to open session at 6:11 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.

Ayes: All
Nays: None

ADJOURNMENT

On a motion by Mr. Williamson, seconded by Ms. Woodhull, the Board adjourned at 6:11 p.m.

Ayes: All
Nays: None