

# ***DMLSA Executive Council***

## ***Meeting Minutes***

***January 4, 2023***

### **Call to order**

Lori called to order the Executive Council meeting of DMLSA at 6:51 p.m. at Los Reyes

- Lori conducted roll call, all officers present

### **I. Approval of minutes from last meeting**

### **II. Officer Reports**

#### **Treasurer (Christy)**

Checking: \$5,893.79

Savings: \$267,003.02\*

YTD Income 2022: \$90,341.25

YTD Expenses 2022: \$52,546.75

YTD Net Income 2022: \$37,794.50

Moved \$6,000.00 to Savings

\*Includes interest earned, amount recorded from PNC

I reimbursed both Jeanette and Chelsea for the SERB academy. They received per diem for some meals, room fees and mileage.

I wrote compensation checks for December and January for Executive Council officers. Officers received 1% raise in their January comp checks according to the contract. I wrote Stewards December comp checks.

I received Chelsea's update W4 form. I also received Theresa Callen's W4 form.

Recorded Go Daddy renewal for the year.

Recorded Jared's purchase of supplies from Staples.

Paid the monthly December Zoom account.

I paid 6 months to Stop and Lock for our storage unit. The storage fees went up a little.

Did not receive an end of year statement for payment from the Lawyer.

Balanced the Checking and Savings accounts

## **Vice President (Jared)**

- Received emails two bargaining unit members sent to Jeffrey on December 1st about the escalating bad behavior by teens.
- Informed about Security Guard at Southeast being assaulted by teens on December 2nd. Guard received a concussion.
- Received incident reports from a branch on December 5th regarding a teen that made a threat towards a staff member. Staff member elected to press charges.
- Attended disciplinary hearing on December 8th. Proposed discipline was termination and bargaining unit member was terminated on December 9th.
- Steward attended investigatory hearing on December 8th. Discipline was recommended and the disciplinary hearing was scheduled on December 27th.
- Phone call with bargaining unit member on December 9th regarding their evaluation and a meeting with Rachel.
- Found out that a bargaining unit member on their original probationary period was terminated on December 12th.
- Meeting with new HR Director along with Lori on December 13th.
- Fielded several staff complaints regarding Jeffrey's December 13th email about moving Teen Edge at Main to the Marketplace.
- Filed Step 2 grievance on December 15th over discipline issued as a result of December 8th disciplinary hearing. Grievance hearing is scheduled for January 12th.
- Reviewed Lori's speech to the Library Board of Trustees on December 21st. Uploaded copy of speech to DMLSA website and sent out email blast/post on Facebook Group.
- Hosted Steward's Council meeting on December 21st.
- Disciplinary hearing on December 27th. Steward attended the hearing. Proposed discipline was a written reprimand; reduced to a verbal reprimand.
- Purchased second filing cabinet for Union files.
- Attended Jeffrey's Q and A session on December 27th regarding moving Teen Edge at Main to first floor.

- Received an email request on January 3rd for myself and Steward to meet with some staff about concerns regarding their location.
- Sent out Lori's email blast reminder to apply to Sick Leave Bank by January 5th.
- Next Steward's Council meeting: Wednesday, January 18th.
- Stewards training session: Wednesday, January 25th.

### **Communication/Membership Officer**

- Membership Totals: Members: 194 (no change from last month); Non-members: 16 (-1 from last month)
- Pending/Unknown: 24 (+1 from last month)
- Attended November's Executive Council meeting
- Deleted one non-member who resigned from the non-member email list.
- Deleted three members from the website and email list (two left DML, one was promoted to management).
- Sent welcome emails to 4 new hires.
- Received two completed membership applications (both joined) and one application that still needs a signature. Sent copies of completed applications to HR and sent "Welcome to DMLSA" emails to the two new members.
- Responded to an email asking whether we would get raises due to the minimum wage increase. I explained that our wages are not necessarily tied to the minimum wage, but that we did receive a 1% increase at the beginning of this year per the Collective
- Bargaining Agreement.
- Attended the SERB Academy on the 13th and 14th

### **Secretary (Martha):**

- Attended & took meeting minutes at November's Executive Council meeting
- Sent draft meeting minutes from November's meeting to Executive Council for their review?

- Made reservation at Los Reyes for January

**President (Lori):**

WAGE

- December conference call was cancelled due to lack of agenda items
- Received word that the New Jersey group did not renew their membership. Therefore, the decision to offer the October 2023 conference in Philadelphia was abandoned, and the group voted to look at West Coast options instead.
- Spring conference will be March 9-11, 2023 in Tuscon - Doubletree Suites Tucson Airport - deadline for registration Feb 6th

COVID-19 issues

- 8 COVID case letters - Brookville, Trotwood, Burkhardt, Northwest, Vandalia, West, Main (2)

Contacts with members

- Multiple contacts from members regarding issues with teen violence, collected comments from members regarding moving Teen Edge at Main
- Contact from member regarding incident at branch which included threat
- Contact from member regarding staff coverage when the manager is not available in the evening.
- Contact from member regarding whether they are required to turn over mileage received for jury duty to the library, or just jury duty pay - Got clarification - they have to turn over mileage payment as well
- Contact from member regarding new managers being appointed without usual application process
- Looked over members eval rebuttal for any recommended editing
- Contact from member with question about bereavement leav
- Contact from member with question about calamity pay

- Contacts from members with question about where staff at Main with disabilities who typically park in garage are supposed to park during week we are closed when garage will not be open. Contacted Dave Hicks who worked with Heather to propose a solution

#### Contacts with Admin

- Monthly meeting with Jeffrey - addressed teen violence issues
- Heather now sending trespass photos, but still not posting on staff intranet
- Summarized member comments from above and shared with Jeffrey
- Presented statement to Board of Trustees at December meeting
- Meeting with Deansai - questions regarding grievance process
- Thanked Jeffrey for decision to close for weather-related calamity day on Friday, Dec 23
- Email from Heather that trespasses are now on intranet folder

#### Other

- Attended LMC meeting - Handbook revisions
- Discussed disciplinary cases with Matt and Jared, agreed to filing grievance
- Contact regarding some HR concerns
- Received invoice from LERA regarding membership renewal - \$199 - due 1/31/23
- Wrote email blast regarding sick leave bank applications

#### **New Business**

Next EC Meeting February 8.

#### **Old Business**

- Newsletter to go out in late March.

## **Adjournment**

- President declared meeting adjourned at 8:44 p.m.