

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
January 25, 2024
Main Library 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Lori Hauser, Sheila Odesky

Roll Call The meeting was called to order by Mr. Dansack at 8:30 a.m., followed by roll call.

Minutes The minutes of the regular meeting on December 21, 2023, were approved on motion of Mrs. Odesky, seconded by Mr. Alexander, all voted aye, motion carried.

Auditor's Award with Distinction Lorie Brodie, Regional Liaison from Ohio Auditor of State Keith Faber's office, presented the Library with the Ohio Auditor of State Award with Distinction for excellence in financial reporting. Six thousand organizations are audited annually in Ohio; only 3-5% meet the criteria for this award. Ms. Brodie commented that this shows the excellent job the finance department does and the great work done throughout the organization.

Trustee Appointment by Judges of Lucas County Court of Common Pleas Mr. Dansack announced that the Lucas County Court of Common Pleas Judges has appointed Lori Hauser to the Board of Trustees of the Toledo Lucas County Public Library. Ms. Hauser's seven-year term continues until January 11, 2031. Mr. Dansack then administered the prescribed oath of office to Ms. Hauser.

Note: A copy of the appointment letter is attached to these minutes.

Election of Officers and Oath of Office Nominating Committee Chair, Ms. Smith, along with members Mr. Salas and Mr. Alexander, proposed the following slate of officers for 2024: Michael Dansack, President; Sheila Odesky, Vice-President; Keith Jordan, Secretary. Mr. Alexander moved the nominations closed, and Ms. Hauser seconded the motion; all voted aye, and the motion carried. Mrs. Allee then administered the prescribed oath of office to Mr. Dansack and Mrs. Odesky.

Reappointment of Fiscal Officer, Deputy Fiscal Officer, and Assistant Deputy Fiscal Officers The Board reappointed Jason Kucsma as Fiscal Officer, Mike Graybeal as Deputy Fiscal Officer, Dana Allee, Julie Bushroe, Michael Grunden and Emily Leach as Assistant Deputy Fiscal Officers at no additional salary on motion of Mr. Dansack, seconded by Mrs. Odesky; all voted aye, motion carried. Mr. Dansack then administered the oath of office.

Executive Director's Comments Mr. Kucsma congratulated the Finance Team on their well-deserved award. They have been through many changes over the past year, and they continue to keep us on the straight and narrow. How they manage change is critical, and we all thank them for their work. Kucsma is grateful for the expertise that Lori Hauser brings as she joins the Library's Board of Trustees today. Kucsma has had several 4:00 a.m. conversations with Mike Graybeal recently to discuss how weather events will or will not impact our ability to conduct library business. The leadership team does not take these decisions lightly. The facilities staff does a great job, and we know there are many individuals and organizations who see and use the library as a community hub. We have so many organizations in our spaces that closing has a

knock-on effect. All of this has not been easy to balance with school closings also. The Board Report is full of activities that are going on at Main Library and branches across the county. Coming up in February, the African American Appreciation Council has a slate of activities planned for all ages to participate in for Black History Month. Welcome TLC and SAME Café will be collaborating for a Congolese cooking demonstration. There is one more month to go for Winter Read, which has shattered records this year for participation, with 8,500 registering this year. This challenge encourages community members to read all winter long. This Thursday will feature another Live at the Library; these performances started after the pandemic to help bring people back to enjoy this facility. Now, 100 -150 people come to enjoy these live music events at Main Library.

Employment Report The employment report was approved on motion of Mr. Alexander, seconded by Mrs. Odesky; all voted aye, motion carried.

Appointments

Employee Salary	Agency/Classification	Grade
1/8/2024 \$51,743.45	West Toledo	R05
Michael Cotton	Supervisor Circulation Services III	
1/8/2024 \$49,140.98	Mobile Services	R05
Amanda Jozwiak	Supervisor Circulation Services III	
1/8/2024 \$34,812.18	Main Circulation	1A*
Jasiah Nelums	Customer Service Clerk I	
1/22/2024 \$34,812.18	Facilities & Operations	1A*
Andrew Ramirez	Custodian	

Payroll Changes

Employee	From	To
1/7/2024	Birmingham	Birmingham
Cade Clem	Librarian I/Youth Services	Librarian I/Youth Services
Status Change	APLE Gr 6C PT-II \$23.4529 Hourly	APLE Gr 6C FT \$23.4529 Hourly
1/7/2024	Substitutes	Kent
Heather Hehl	Substitute Librarian I	Librarian II/Adult Services
Promotion/Transfer	SUB Gr Sub 8.1 SUB \$17.0093 Hourly	APLE Gr 7C FT \$26.6511 Hourly
1/7/2024	Computers & Media	Fact & Fiction
Melissa Jeter	Librarian II/Adult Services	Librarian II/Adult Services
Transfer	APLE Gr 7A FT \$37.4075 Hourly	APLE Gr 7A FT \$37.4075 Hourly
1/7/2024	Communications, Design, & Analytics	Communications, Design, & Analytics
Kristina Kopaniasz	Social Media Coordinator	Communications Strategist
Classification Change	Exempt Gr R06 FT \$33.6000 Hourly	Exempt Gr R06 FT \$33.6000 Hourly

1/7/2024 Ambrosia Myers Status Change/Transfer	Reynolds Corners Customer Service Clerk I CWA Gr 1A* PT-II \$18.9127 Hourly	Main Circulation Customer Service Clerk I CWA Gr 1A* FT \$18.9127 Hourly
1/10/2024 Vicky Avalos Transfer	Lagrange Customer Service Clerk II CWA Gr 2 FT \$23.1773 Hourly	Reynolds Corners Customer Service Clerk II CWA Gr 2 FT \$23.1773 Hourly
1/21/2024 Cade Clem Classification Change/Transfer	Birmingham Librarian I/Youth Services APLE Gr 6C FT \$23.4529 Hourly	Maumee Librarian I/Children's Services APLE Gr 6C FT \$23.4529 Hourly
1/21/2024 Renee Sarra Transfer	Washington Librarian I/Children's Services APLE Gr 6C FT \$23.4529 Hourly	Oregon Librarian I/Children's Services APLE Gr 6C FT \$23.4529 Hourly

Separations

Employee	From
12/24/2023 Erin Pearson Separation Retro 12/23/2023	Substitutes Substitute Librarian II SUB Sub
12/29/2023 Derya Ilgin Separation	King Road Page Page Page
1/9/2024 Sabrina Cunningham Separation	Facilities & Operations Custodian I CWA FT
1/12/2024 David Hindi Separation	Development Office A/V and Events Specialist Exempt FT
1/22/2024 Ryan Dunn Separation Retro 06/26/2023	HR Sub Substitute Librarian II SUB Sub

Travel, Training, and Tuition Expenditures The Board approved the following travel, training and tuition expenditures on motion of Mr. Alexander, seconded by Mrs. Odesky; all voted aye, motion carried.

Travel and Training

Event	Date	Name	Amount
TMACOG Annual Meeting, Perrysburg, Ohio	January 19, 2024	Lucas Camuso-Stall	\$65.00
Innovative User Group Conference, Detroit, Michigan	March 25 – 27, 2024	Julie Erhart-Walton, Christina Gaydos, Jessica Luce, Bobbie	\$5261.00

		Patridge, Susan Roudebush, Donna Spsychala,	
PLA Conference 2024, Columbus, Ohio	April 3 – 5, 2024	Zach Huber	\$1,852.00
Take Five Teen Services, Huber Heights, Ohio	May 3, 2024	William Johnson	\$132.18

Tuition Expenditures

School	Name	Amount
Wayne State	Lauren Boeke	\$1,500.00

Revised Personnel Motions Corrections need to be made to the Board Minutes for the December 21, 2023 Board Meeting. These corrections were to the motions made by the Personnel Committee. A corrected amount was made to the estimated annual premium for the Stop Loss premium. Dental Rates for 2024 also need to be added to the motion. Mrs. Odesky moved for the corrections to be made, seconded by Mr. Alexander, all voted aye.

Financial Report The financial report for the month ending December 31, 2023, was accepted on motion of Mrs. Odesky, seconded by Mr. Alexander; all voted aye, motion carried.

Tax Receipts December

Opening Balance	\$46,407,771.91
Real Property Tax	\$ 236.60
Public Library Fund	\$1,756,387.01
2023 Year to Date	\$48,164,395.52

Approval of Scheduled Vouchers The Board approved payment of the following schedule of vouchers for December 2023 on motion of Mr. Alexander, seconded by Mrs. Odesky; all voted aye, motion carried.

General Fund	\$3,972,117.16
Emergency Connectivity Fund	93,601.31
Building & Repair Fund	580,332.00
Capital Projects Note Fund	0.00
Total Health Care	365,357.58
Gift Funds	1,546.40
Trust Funds	11,223.47
FSA Custodial Fund	9,857.30
Dog License Custodial fund	0.00
Total:	\$5,034,035.22

Interim Funds Activity Interim Funds Transactions were approved as listed below on motion of Mr. Alexander, seconded by Mrs. Odesky; all voted aye, motion carried.

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$22,801,485.99
STAR @ 1.77%	2,650,075.00		

Huntington @ 0.20%	4,664,693.78	4,151,586.95	
PNC	41.00	0.00	
December - Interest		56,203.73	
Ending Balance	\$7,314,809.78	\$4,207,790.68	\$19,694,466.89
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 9,855,111.85		
Building & Repair Fund	9,803,240.16		
Gift Fund	30,076.97		
Capital Projects Fund	6,037.91		
	\$19,694,466.89		

Trust Fund Activity Trust Fund Activity was approved on motion of Mr. Alexander, seconded by Mrs. Odesky; all voted aye, motion carried.

Opening Balance			\$395,000.00
December Activity			
Ending Balance	\$0.00	\$0.00	\$395,000.00

Acceptance of IMLS BEBS Grant The Library was awarded an IMLS-funded “Building Equity-Based Summers” grant in an amount of up to \$1,000 over a two-year period from the State Library of Ohio to help libraries increase equity, diversity, and inclusion in their summer reading programs. The Finance Committee recommended that the Board accept the grant, establish the IMLS BEBS Grant Fund, and advance money to the fund if necessary. Mr. Dansack moved for approval, seconded by Ms. Hauser; all voted aye, motion carried.

Washington Campus Purchase Library Administration identified and secured the property known as 3124 Tremainsville (TD-23, Parcel #33154), which is adjacent to the new Washington Branch campus at 3025 Alexis Road, which contains one building totaling approximately 1,884 square feet situated on approximately .0885 acres. Library administration worked with the commercial real estate agency Signature & Associates and attorneys Eastman & Smith to acquire this site in trust through Midland Agency of Northwest Ohio, Inc. This property is intended to fold into the New Washington Branch campus to provide additional site development options at 3025 Alexis Road. The Building and Grounds Committee recommended that the Board of Trustees authorize Library Administration to take necessary action to secure the acquisition of this property located at 3124 Tremainsville Road, Toledo, Ohio, for a total purchase price of \$90,000 plus required closing costs. Ohio revised code sections 3375.33 and 3375.40 authorize Public Library Boards to acquire real property. Mr. Alexander moved for approval, seconded by Ms. Hauser; all voted aye, motion carried. The purchase agreement is attached to these minutes.

Board and Community Education Andy Lechlak, Manager of Design and Analytics, presented the data collected on circulation, door counts, and the census to help guide decision-making on the branch level. This data is available through the intranet on the Statistics Dashboard and can be accessed at any time. Andrea Francis, Manager of Public

Services, explained how this data has helped guide decisions around programming, merchandising, and other branch-specific needs.

Staff Organizations Brief remarks were made by Jon Henley, CWA representative, and Teresa Alvarado, APLE representative.

Regular Meeting February 22, 2024, Main Library Mr. Dansack announced that the next regular meeting of the Board would be on Thursday, February 22, 2024, at 8:30 a.m., at the Main Library, 325 N. Michigan, Toledo.

Adjournment There being no further business to come before the Board, Mr. Dansack asked for a motion to adjourn the meeting. Motion made by Mr. Alexander, seconded by Ms. Hauser; all voted aye, motion carried. The meeting adjourned at 9:12 a.m.

Approved by: _____
Michael Dansack, President

Attested by: _____
Sheila Odesky, Vice-President

Date: _____
February 22, 2024