

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
January 26, 2023
Main Library 9:30 a.m.**

Present Micheal Alexander, Michael Dansack, Sheila Odesky, Jesus Salas

Roll Call The meeting was called to order by Mr. Dansack at 9:30 a.m. followed by roll call.

Minutes The minutes of the regular meeting December 15, 2022, were approved on motion of Mrs. Odesky, seconded by Mr. Salas; all voted aye, motion carried.

Trustee Reappointment Mrs. Odesky announced that the Lucas County Commissioners had reappointed Michael Dansack to the Board of Trustees of the Toledo Lucas County Public Library. Mr. Dansack's seven-year term continues until January 10, 2030. Mrs. Allee then administered the prescribed oath of office to Mr. Dansack.

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. Jordan and Mr. Alexander proposed the following slate of officers for 2023: Dennis Johnson, President; Michael Dansack, Vice-President; Sheila Odesky, Secretary. Mr. Alexander moved the nominations closed and Mr. Salas seconded the motion; all voted aye, motion carried. Mrs. Allee then asked Mr. Dansack and Mrs. Odesky to take the Oath of Office.

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.

Resolution 01-2023 The Board unanimously adopted a Resolution of Appreciation honoring Janet Forney on motion of Mrs. Odesky, seconded by Mr. Alexander. Mrs. Forney has served TLCPL for over twenty-one years, beginning in 2001 as a page. She was then promoted to Circulation Clerk in 2004 and then Circulation Supervisor in 2013. Mrs. Forney's impact at Main Library and across all branches has been felt on a daily basis. Mrs. Forney has also served as Passport Acceptance Agent for the past decade. She has consistently displayed professionalism and dedication to her role and the team she was on.

Resolution 02-2023 The Board unanimously adopted a Resolution of Appreciation honoring Harry Johnston on motion of Mr. Alexander, seconded by Mrs. Odesky. Mr. Johnston has served the Library for over thirty-one years, beginning in 1992 as a page. Later that year, he was promoted to clerk at Main Library. During this time he has delivered incredible customer service which has become a staple of the circulation desk at Main Library. Mr. Johnston's tenure as a unit director for the Communication Workers of America Local 4319 has been vital in maintaining great working relationships with the union and library.

Executive Director's Comments The Director congratulated Janet Forney and Harry Johnston on their retirements; combined they have over fifty-two years of experience with the Library. Their names have been synonymous with Main Circulation. Kucsma thanked Harry Johnston for his big picture perspective on working at the library. Kucsma noted that the Board Report reflects how library activity has already ramped up. The Board Report also notes that the Library has been providing passport services for ten years. Kucsma noted that in 2016, the Library was chosen by the U.S. State Department as the number one acceptance agency in the country. Sylvania is now a passport acceptance agency, which started right before Main Library's renovations. Better Toledo has started for the new year and has been a very well-received program. The program's popularity has spread by word of mouth, bringing people downtown on Thursday afternoons. The African American Appreciation Coalition (AAAC) has lined up programs for the community to celebrate Black History month, including art, films, cooking classes, book clubs, and inclusive story times. This Saturday, January 28th, Main Library will host its 50th Caldecott Awards read-in. Main Library hosted its first Live at the Library event with SAME Café as a partnership fundraiser on January 19th. Despite the weather, over eighty people attended the performance by Lilli Lewis. TLCPL continues to take a lead role for digital equity. Next week Broadband Ohio will be making an announcement regarding the Regional Digital Inclusion Alliances (RDIA). TLCPL has been named the lead for northwest Ohio, which includes more than 20 counties. We are the only Library to be named for this role.

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

Appointments

Employee	Agency/Classification	Grade	Salary
1/9/2023 Sheryl Grauman	Human Resources Manager Human Resources	L*	\$109,005.00
1/9/2023 Jennifer Lyssen	Kent Customer Service Clerk I	LPT 1A*	\$17.5023
1/9/2023 Joseph Priebe	Kent Customer Service Clerk I	LPT 1A*	\$17.5023
1/9/2023 India Smith	West Toledo Supervisor Circulation Services III	FT E*	\$49,752.89

Payroll Changes

Employee	From	To
12/11/2022 Jason Kucsma Equity Adjustment Retro 12/26/2021	Executive Director/ Fiscal Officer Unclassified FT \$197,599.94	Executive Director/ Fiscal Officer Unclassified FT \$209,258.40
1/1/2023 James Dickerson Transfer	West Toledo Supervisor Circulation Services III Exempt Gr E FT \$51,693.33	Main Circulation Supervisor Circulation Services II Exempt Gr E FT \$51,693.33
1/1/2023 Katherine Trinidad Transfer	Heatherdowns Supervisor Circulation Services III Exempt Gr E	Locke Supervisor Circulation Services III Exempt Gr E

	FT	\$65,534.63	FT	\$65,534.63
1/8/2023 Tyra Jones Classification Change/ Transfer	Heatherdowns Librarian I/Teen Services APLE FT	Gr 6C \$44,836.35	Washington Librarian I/Teen Services APLE FT	Gr 6C \$44,836.35
1/8/2023 Anne Keller Transfer	Washington Librarian II/Teen Services APLE FT	Gr 7C \$61,930.64	Heatherdowns Librarian II/Teen Services APLE FT	Gr 7C \$61,930.64
1/9/2023 Abby Byers Return to Former Position	Waterville Acting Manager/Librarian V Exempt FT	Gr G* \$63,133.20	Waterville Assistant Manager/Librarian IV Exempt FT	Gr G* \$60,126.89
1/22/2023 Amber Bertram Classification Change	Sylvania Librarian II/Adult Services APLE FT	Gr 7B \$71,514.30	Sylvania Librarian II/Teen Services APLE FT	Gr 7B \$71,514.30
1/22/2023 Rebecca Roberts Transfer	Heatherdowns Librarian II/Adult Services APLE FT	Gr 7A \$71,514.30	Oregon Librarian II/Adult Services APLE FT	Gr 7A \$71,514.30

Separations

Employee	From
1/2/2023 Ana Rofkar Resignation	Children's Library Librarian I/Children's Services PT-II APLE
1/6/2023 Roberta Gordon Resignation	Locke Customer Service Clerk II FT CWA
1/8/2023 Retro 11/25/2022 Carol Del Signore Resignation	Mobile Services Shelver PT CWA
1/31/2023 Harry Johnston Retirement	Main Circulation Customer Service Clerk II FT CWA
2/28/2023 Janet Forney Retirement	Main Circulation Supervisor Circulation Services II FT Exempt
2/28/2023 Nicole Naylor Retirement	West Toledo Manager/Librarian VII FT Exempt

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

Travel and Training

Event	Date	Name	Amount
Employers Association: Wellness Gathering	January 19, 2023	Jacey Duffer	\$86.50
LibLearnX: The Library Learning Experience	January 27- January 30, 2023	Angela Bronson	\$3,000.00
Leadership & Advocacy Training	March 20 – June 12, 2023	Rhonda Chillus	\$499.00
Ohio Genealogical Society Conference	April 26 – April 29, 2023	Jill Clever	\$1,119.25

Tuition Expenditures

School	Name	Amount
Wayne State	Holley Jackson	\$1,500.00

Employee Benefits Counseling and Brokerage Services The Personnel Committee met with Administration and discussed an updated Employee Benefits Consulting and Brokerage Services agreement. It is the decision of the Personnel Committee that is in the best interest of the Library to transition from Robie Consulting Services to USI Insurance Services at an estimated cost of \$84,000 annually, effective January 1, 2023. These services will be reviewed annually by Library Administration. Mrs. Odesky moved for Board approval of the transition, seconded by Mr. Alexander; all voted aye, motion carried.

Financial Report The Financial Report for the month ending December 31, 2022, was accepted by the Board on motion of Mr. Salas, seconded by Mr. Alexander; all voted aye, motion carried.

Tax Receipts December 2022

Opening Balance	\$45,694,352.36
Real Property Tax	\$632.32
Public Library Fund	\$1,719,678.58
2022 Year to Date	\$47,414,663.26

Vouchers Approved The Board approved payment of the following schedule of vouchers for December 2022 on motion of Mr. Salas, seconded by Mr. Alexander; all voted aye, motion carried.

General Fund	\$8,383,811.26
Emergency Connectivity Fund	0.00
LSTA ARPA Grant	0.00
Building & Repair Fund	11,052.10
Capital Projects Note Fund	0.00
Total Health Care	349,569.29
Gift Funds	81,899.27
Trust Funds	225.00
FSA Custodial Fund	0.00
Dog License Custodial fund	0.00

Total: \$8,826,556.92

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			\$23,681,487.76
STAR @ 1.77%	2,610,138.19	53,067.90	
Huntington @ 0.20%	7,032,547.59	8,188,140.96	
PNC	60.00	0.00	
December - Interest		25,774.85	
Ending Balance	\$9,642,745.78	\$8,266,983.71	\$22,305,725.69
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$9,978,002.98		
Building & Repair Fund	12,219,106.11		
Gift Fund	57,048.33		
Capital Projects Fund	51,568.27		
	\$22,305,725.69		

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

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

Staff Organizations Brief remarks were heard from Teresa Alvarado, APLE representative, and Jon Henley, CWA representative.

Regular Meeting February 23, 2023, Main Library Mr. Dansack announced that the next regular meeting of the Board would be on Thursday, February 23, 2023, at 8:30 a.m. at the Main Library, 325 N. Michigan St., 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 Mrs. Odesky; all voted aye, meeting adjourned at 9:59 a.m.

Approved by: _____
Michael Dansack, Vice president

Attested by: _____
Sheila Odesky, Secretary

Date: _____
March 23, 2023