

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
February 22, 2024
Main Library 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Lori Hauser, Keith Jordan, Sheila Odesky, Jesus Salas, Kendra Smith

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 January 25, 2024, were approved on motion of Ms. Smith, seconded by Mr. Alexander; all voted aye, motion carried.

Oath of Office, Secretary of the Board Mr. Dansack administered the Oath of Office to Mr. Jordan, Secretary of the Board.

Resolution 01 – 2024 The Board unanimously approved a Resolution of Appreciation honoring Margaret Hughes on the motion of Mrs. Odesky, seconded by Mr. Alexander. Ms. Hughes has served as an employee of TLCPL for thirty-four years, beginning her career as a page at Mott Branch in 1990. She was then promoted to Circulation Clerk in 2004 and moved to Toledo Heights in 2010. Her impact on the Library has been felt on a daily basis. Ms. Hughes received many staff spotlights and is known for her friendly and positive personality. She has always provided top-notch customer service, and the Board thanks her for her service.

Standing Committee Appointments Acceptance by trustees of the following Committee appointments for 2024 was announced. The president or designated trustee can also attend a committee meeting in place of a regular committee member who may be absent.

2024 Committee Appointments

Buildings & Grounds Committee:	Micheal Alexander, Chair	Sheila Odesky Keith Jordan
Community Relations & Services Committee:	Keith Jordan, Chair	Kendra Smith Lori Hauser
Finance/Audit Committee:	Jesus Salas, Chair	Lori Hauser Kendra Smith
Personnel Committee:	Sheila Odesky, Chair	Micheal Alexander Jesus Salas

Executive Director’s Comments Mr. Kucsma congratulated Margaret Hughes, who was in attendance, on her years of service and her retirement. Kucsma also highlighted the new improvements to the boardroom that have been coordinated by Mike Graybeal. TLCPL also recently received Top Workplace Awards from the Toledo Blade as part of the staff engagement results—one for “Large Organization” category and another for the “Superior Benefits” category. This is due to the great work that Human Resources is doing day in and day out. As

Kucsma has been out and about in the community, participating on a panel at the City Club in Cleveland and speaking at the B'nai Israel Congregation discussing intellectual freedom. The forty women from the congregation were well-versed in *all* the library offers to the community, from mobile to Libby, to passports. Coming up in March, the Library has a new pilot program with the American Heart Association, Blood Pressure Tool kits that can be checked out. Free legal services are being offered throughout our locations through partnerships. Our passport services had a record-breaking year in 2023, and we continue to see this as a valued service in the community. Two Authors! events next week children's author David Fitzsimmons and Kucsma noted that February is a bittersweet month, with this year marking five years since Clyde Scoles passed and nine years since he was welcomed to the Library as deputy director.

Obituary Fees In 2017, a fee was established for the cost of printing and emailing obituary information to non-taxpayers, typically out-of-state customers. The way that this service is provided by the Library has changed, and much of the information is now available online. The Community Relations and Services Committee recommended to the Board that TLCPL no longer charge for obituary reference services to provide good customer service to all users. Mr. Jordan moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

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

Appointments

Employee Salary	Agency/Classification	Grade
2/6/2024 \$10,4500 Omari Hodgesmith	Lagrange Page	Step 1
2/19/2024 \$68,796.00 Stephanie Elton	Communications, Design, & Analytics Communications Strategist	R06

Payroll Changes

Employee	From	To
2/4/2024 Patrick Cook Classification Change/ Transfer	King Road Librarian II/Teen Services APLE Gr 7C FT \$58,368.38	Making Librarian II/Adult Services APLE Gr 7C FT \$58,368.38
2/4/2024 Chariti Lockard Classification Change/ Transfer	Reynolds Corners Librarian I/Youth Services APLE Gr 6C FT \$48,019.92	Making Librarian I/Adult Services APLE Gr 6C FT \$48,019.92
2/4/2024 Sam Ponke Classification Change Transfer	Children'S Library Librarian II/Children's Services APLE Gr 7C FT \$54,568.22	Computers & Media Librarian II/Adult Services APLE Gr 7C FT \$54,568.22
2/18/2024	Holland	Lagrange

Jeanelle Byrd	Customer Service Clerk I	Customer Service Clerk I
Transfer	CWA Gr 1A	CWA Gr 1A
	FT \$41,567.37	FT \$41,567.37

Separations

Employee	From
2/4/2024 Stacy Lewis Separation Retro 02/02/2024	Facilities & Operations Custodian I CWA FT
3/1/2024 Kathryn Zielinski Separation	Maumee Customer Service Clerk I CWA LPT
3/22/2024 Margaret Hughes Retirement	Toledo Heights Customer Service Clerk II CWA FT

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

Event	Date	Name	Amount
Compliance Luncheon, Northwood, Ohio	February 13, 2024	Ryan Snodgrass	\$40.00
Breakfast with the Experts, Annual OSHA Update, Maumee, Ohio	February 21, 2024	Ryan Snodgrass	\$40.00
Brightly Illuminate, Raleigh, North Carolina	March 11 – 14, 2024	David Scanlan	\$2,813.75
Ohio Bookmobile Manager’s Meeting	April 26, 2024	Colleen McBride	\$101.05
Take 5: Building a Foundation, Huber Heights, Ohio	May 3, 2024	Ann Hayes	\$183.00
Leadership Toledo – Focus 419, Toledo, Ohio	June 26 -28, 2024	Eisha Hearn	\$750.00

Financial Report The financial report for the month ending January 31, 2024, was accepted on motion of Ms. Hauser, seconded by Ms. Smith; all voted aye, motion carried.

Tax Receipts January

Opening Balance	\$0.00
Real Property Tax	1,300,000.00

January Public Library Fund	1,410,145.24
2024 Year to Date	\$2,710,145.24

Approval of Scheduled Vouchers The Board approved payment of the following schedule of vouchers for January 2024 on motion of Mr. Jordan, seconded by Mrs. Odesky; all voted aye, motion carried.

General Fund	\$3,573,189.43
Emergency Connectivity Fund	0.00
Building & Repair Fund	43,243.23
Capital Projects Note Fund	5,745.00
Total Health Care	421,414.61
Gift Funds	5,880.38
Trust Funds	3,405.25
FSA Custodial Funds	5,623.29
Dog License Custodial Funds	54,677.00
Total:	\$4,113,178.19

Interim Funds Activity Interim Funds Transaction were approved as listed below on motion of Mr. Salas, seconded by Ms. Smith; all voted aye, motion carried.

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$19,694,466.89
STAR @ 4.72%	5,745.00	11,285.91	
Huntington @ 0.20%	1,802,873.14	1,301,099.47	
PNC	41.00	0.00	
January - Interest		48,835.57	
Ending Balance	\$1,808,659.14	\$1,361,220.95	\$19,247,028.70
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$9,433,636.02		
Building & Repair Fund	9,777,569.70		
Gift Fund	24,207.27		
Capital Projects Fund	11,615.71		
	\$19,247,028.70		

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

Opening Balance			\$395,000.00
January Activity	395,000.00	119,982.11	
Ending Balance	\$395,000.00	\$119,982.11	\$119,982.11

Advancement of the IMLS National Medal Fund In July of 2023, the Board authorized Library administration to establish the IMLS National Medal Fund. The fund was established to support TLCPL's continued work in providing public service through innovative programs and active partnerships that address the changing needs of our community. To meet these goals and obligations, it is necessary to advance these funds. The Finance Committee recommended that

the Board authorize Library administration to advance the \$10,000 from the General Fund to the IMLS National Fund with the anticipation of the repayment of funds by June 2024. Mr. Salas moved for approval, seconded by Ms. Hauser; all voted aye, motion carried.

Resolution 02-2024 Washington Architect Solution Mr. Alexander introduced the following resolution and moved its passage:

NOW, THEREFORE, BE IT RESOLVED by the Toledo Lucas County Public Library Board of Trustees as follows:

1. The Board approves the design professional procurement process, accepts the ranking and recommendation of the selection committee, and selects Bostwick Design Partnership, Inc. as the most qualified design professional firm for the Project.
2. The Board approves the proposed total compensation of **\$129,200** for Bostwick's pre-design services for the Project including compensation of \$117,700 for Basic Services plus an amount not-to-exceed \$11,500 for Reimbursable Expenses as fair and reasonable, and authorizes the Director of Operations/Deputy Fiscal Officer and the Executive Director/Fiscal Officer to finalize negotiations pursuant to Ohio Revised Code Section 153.69(B) and execute the agreement with Bostwick in substantially the form attached to the Library's RFQ as well as any related documents required to document the agreement between the Board and Bostwick. It is anticipated that, at the conclusion of Bostwick's authorized pre-design services, the Director and Fiscal Officer will request a price proposal from Bostwick for remaining Basic Services or Additional Services which may be added to the agreement by written amendment, at the Library's option and pursuant to Board approval.
3. Pursuant to Ohio Revised Code Section 153.69(D), if the Director of Operations/Deputy Fiscal Officer and the Executive Director/Fiscal Officer determine that an agreement cannot be reached with Bostwick, the Board authorizes the Director of Operations/Deputy Fiscal Officer and the Executive Director/Fiscal Officer, working with the Board's legal counsel, to terminate negotiations with Bostwick, enter into negotiations with the firm ranked next most qualified, and present a price proposal and agreement with the firm ranked next most qualified to the Board for approval at a subsequent meeting.

Mr. Salas seconded the motion; all voted, and the resolution was adopted.

The complete resolution is attached to these minutes.

Board and Community Education A short video produced by NPR, *Eclipse 2017: One Nation Under The Sun* was shown. The video gives a short glimpse into what an awe-inspiring, unifying, and crowd-inducing event the eclipse will be on April 8th, 2024. Mr. Kucsma explained the Library's role leading up to the event as well as other community organizations, such as the Imagination Station.

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

Regular Meeting March 28, 2024, Main Library Mr. Dansack announced that the next regular meeting of the Board would be on Thursday, March 28, 2024, at 8:30 a.m. at 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. Smith; all voted aye, meeting adjourned at 9:11 a.m.

Approved by: _____
Michael Dansack, President

Attested by: _____
Keith Jordan, Secretary

Date: April 25, 2024