

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
February 27, 2025
Main Library 8:30 a.m.**

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

Roll Call Mrs. Odesky called the meeting to order at 8:30 a.m., followed by roll call.

Minutes The minutes of the regular meeting on January 23, 2025, were approved on a motion by Mr. Alexander, seconded by Mr. Salas; all voted aye, and the motion carried.

Oath of Office Vice President of the Board Mr. Dansack administered the Oath of Office to the Vice President of the Board, Keith Jordan, who was elected at the Board meeting on January 23, 2025.

Oath of Office Deputy Fiscal Officer Mr. Dansack administered the Oath of Office to Dana Allee, who was reappointed as Deputy Fiscal Officer at the January 23, 2025, Board Meeting.

Standing Committee Appointments Acceptance by trustees of the following Committee appointments for 2025 was announced. The president or designated trustee can also attend a committee meeting in place of a regular committee member who may be absent.

2025 Committee Appointments

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

Executive Director's Comments Mr. Kucsma discussed Staff Development Day, which was held last week on President's Day. Mrs. Odesky attended as a volunteer. It was a great day with four hundred employees who usually don't get to see each other all in one place. A huge thanks to everyone who pitched in to make it happen. It was a huge effort to bring the whole day together. In your board packets, you will find information about the Public Library Fund (PLF). Governor DeWine has submitted his proposal with the PLF at 1.75%, which we appreciate. We have talking points with our legislators. There has been messaging on social media and articles about the PLF being discontinued. A small and vocal number at the statehouse has suggested this, and it is our challenge to counter that noise. The PLF has not seen an increase in twenty-five

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years, with no adjustment for inflation. The goal is to have the PLF re-established to the original 2%. You may receive questions about why this is needed when there are local government funds. Libraries do not receive sales tax, income tax, casino tax, capital funds, or ARPA funds. There are a number of differences between libraries and local governments. We have been spending lots of time talking with legislators. Last year, 187 meeting room reservations between the state and local governments were in our meeting rooms. These reservations are up by 27%. Our legislators are using our agencies, so we have plenty of champions in the House and Senate. In your packets is an information sheet that gives a rundown of what I have just shared, our impact, and the number of people we are seeing in our spaces. We will continue to follow up with texts and emails to counteract the noise they hear with facts. Legislative day is coming up, and a small group from TLCPL will be attending.

Employment Report The Employment Report was accepted on Ms. Smith's motion, seconded by Mr. Alexander; all voted aye, and the motion carried.

Appointments

02/03/2025	Appointment	Tram	Le	R05	\$54,055.17	Information Technology	FT	Tier II Technical Support Analyst
02/03/2025	Appointment	Ashley	Mock	SUB 8.2	\$17,940.00	Substitutes	Sub	Substitute Librarian II
02/17/2025	Appointment	Nicholas	Hamilton	R07	\$73,000.20	Facilities & Operations	FT	Project Coordinator

Payroll Changes

01/19/2025		Acting Status	Rachel	Stewart	R06	R07	\$77,911.86	Point Place	FT	Acting Manager
01/19/2025	Retro 01/12/2025	Acting Status	Tiana	Tutu-Anokye	R06	R06	\$57,273.45	Maumee	FT	Acting Manager
02/02/2025		Grade Adjustment	Mateo	Espinoza	R05	R06	\$74,418.05	Facilities & Operations	FT	Supervisor Facilities & Custodial
02/02/2025		Grade Adjustment	Christina	Gaydos	R06	R07	\$73,152.30	Tech Services	FT	Supervisor Technical Services/ Librarian V

02/02/2025		Grade Adjustment	Jessica	Luce	R06	R07	\$85,547.09	Tech Services	FT	Supervisor Technical Services/ Librarian V
02/16/2025		Reclassification	Trinity	Enoch	Page 2	Shelver	\$16,498.95	Holland	Shelver	Shelver
01/19/2025		Return To Former Position	Samantha	Arbogast	Shelver	Shelver	\$17,309.24	Oregon	Shelver	Shelver
02/16/2025		Return to Former Position	Allyson	Ball	R05	R05	\$53,813.18	Main Circulation	PT-I	Supervisor Circulation Services III
01/19/2025	Retro 01/05/2025	Temporary Transfer	Shelly	Rarick	R08	R08	\$86,486.01	Sanger	FT	Manager/ Librarian V
02/16/2025		Temporary Transfer	Stephanie	Sherlock	R05	R05	\$65,882.90	Mott	FT	Supervisor Circulation Services III
02/16/2025		Transfer	Stacy	Cupps-Alexander	6C	6C	\$49,940.48	Sylvania	FT	Librarian I/Teen Services

Separations

02/02/2025	Retro 01/31/2024	Separation	Ambrosia	Myers	1A*	\$39,461.37	Mott	FT	Customer Service Clerk I
02/25/2025		Separation	Caleb	Jones	1A*	\$40,644.83	Facilities & Operations	FT	Custodian

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

Event	Date	Name	Amount
Slips, Trips, and Falls Compliance Luncheon, Northwood, Ohio	February 13, 2025	Ryan Snodgrass	\$30.00

Annual OSHA Update, Maumee, Ohio	February 19, 2025	Ryan Snodgrass	\$25.00
Sylvania Area Chamber of Commerce Luncheon, Sylvania, Ohio	March 5, 2025	Unique Britton, Julie Bursten, Erin Connolly	\$90.00
International Women's Day 2025, Toledo, Ohio	March 10, 2025	Mely Arribas-Douglas	\$100.00
Investing in Our Community's Economic Future, Toledo, Ohio	March 17, 2025	Lucas Camuso-Stall, Jason Kucsma, Caprice Roberson	\$60.00
Toledo Regional Alliance DC Fly-In, Washington, DC	April 1 – 3, 2025	Lucas Camuso-Stall, Jason Kucsma	\$3,740.00
OLC Legislative Day, Columbus, Ohio	April 8, 2025	Lucas Camuso-Stall, Jason Kucsma, Kathy Selking	\$478.00
Welcoming Interactive, Detroit, Michigan	May 20 – 22, 2025	Mely Arribas-Douglas	\$675.00
ALA 2025 National Conference, Philadelphia, Pennsylvania	June 26 – June 30, 2025	Terri Carroll	\$2,879.80

Disciplinary Action Policy The Personnel Committee met on February 11, 2025, to discuss a draft Disciplinary Action Policy. This policy outlines the principle of progressive discipline to be applied where appropriate. It also outlines employee conduct and work rules. Mrs. Odesky moved for approval, seconded by Mr. Salas; all voted aye, motion carried.

The complete policy is attached to these minutes.

Attendance Policy On February 11, 2025, the Personnel Committee discussed a draft Attendance Policy. This policy outlines attendance expectations and standards and corrective action for excessive absenteeism. Mrs. Odesky moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

The complete policy is attached to these minutes.

Drug-Free Workplace Policy Revisions The Personnel Committee reviewed changes and revisions to the Drug-Free Workplace Policy on February 11, 2025. The policy was last updated in 2007. The revisions bring the policy up to date with current Ohio law and employment practices. Mrs. Odesky moved for approval, seconded by Mr. Jordan; all voted aye, motion carried.

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The complete policy is attached to these minutes.

Financial Report The financial report for the month ending January 31, 2025, was accepted on motion of Mr. Salas, seconded by Mr. Jordan; all voted aye, motion carried.

Tax Receipts

Opening Balance	\$0.00
Real Property Tax	1,200,000.00
January Public Library Fund	1,637,836.24
Bond Retirement	400,000.00
2025 Year to Date	\$3,237,836.24

Approval of Scheduled Vouchers The payment of the following schedule of vouchers for January 2025 was approved on motion of Mr. Jordan, seconded by Mr. Alexander; all voted aye, motion carried.

General Fund	\$3,848,555.57
IMLS BEBS Fund	0.00
Ohio Arts Council Fund	130.97
Brownfield Remediation Fund	0.00
Building & Repair Fund	342,768.99
Capital Projects Note Fund	1,852.93
Total Health Care	341,014.32
Gift Funds	11,999.68
Trust Funds	15,795.31
FSA Custodial Funds	10,950.74
Dog License Custodial Funds	46,702.00
Total:	\$4,619,770.51

Interim Funds Activity Interim Funds Transactions were approved as listed below on Mr. Dansack's motion, seconded by Mr. Salas; all voted aye, motion carried.

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$19,663,995.00
STAR @ 4.72%	11,039.69	0.00	
Huntington @ 0.20%	1,573,840.11	1,100,554.14	
PNC	41.00	0.00	
January - Interest		39,691.60	
Ending Balance	\$1,584,920.80	\$1,140,245.74	\$19,219,319.94
<i>Breakdown of Funds:</i>			
General, Bond, & Insurance Fund	\$ 10,730,412.00		
Building & Repair Fund	8,454,171.11		
Gift Fund	29,397.66		
Capital Projects Fund	5,339.17		
	\$19,219,319.94		

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$0.00
January Activity	0.00		
Ending Balance	\$0.00	\$0.00	\$0.00

Authorization to Close Bank Accounts and Transfer Funds In 2024, the board authorized an agreement to retain Redtree Investment Group for professional investment management services tied to the voter-approved bond issue and the investment strategy for resources associated with the Library's general fund. The Finance Committee met on February 24, 2025, to discuss a recommendation to close the following bank accounts as part of a recommendation to consolidate the following operating funds:

Fifth Third Bank (Building & Repair Fund 401)
PNC Bank (General Fund 101)
Huntington Bank (General Fund 101)
GIDP Meeder Investment Bank (Capital Funds 400s)

The Finance Committee recommended that the board approve closing these bank accounts and transferring all balances to a newly established account with USBank to secure optimal interest earnings as part of the new investment strategy. RedTree Investment Group will continue to provide guidance on cash management and the appropriate investment instruments to comply with the Library's board-approved investment policy. Mr. Salas moved for approval, seconded by Ms. Smith; all voted aye motion carried.

Resolution 02 - 2025 The Toledo Lucas County Public Library Board of Trustees is undertaking the New Washington Branch Project and previously entered into a construction manager at risk agreement with The Lathrop Company for preconstruction services for the project, with the understanding that a guaranteed maximum price (GMP) for construction of the Project (or a portion of the Project) was anticipated to be added to the agreement by one or more amendments at a later date. For the demolition portion of the Project, Lathrop has completed the preconstruction services and subcontractor bidding and has proposed amendment No. 1 to the GMP. The Building and Grounds Committee recommended that the Board approve amendment No. 1 to the GMP Agreement in the amount of \$714,811, pending successful negotiations by the Executive Director/Fiscal Officer and the Director of Operations/Deputy Fiscal Officer, with future phases to be authorized by a separate resolution and amendment. The Committee also recommended that the Board authorize the Executive Director/Fiscal Officer and the Director of Operations/Deputy Fiscal Officer to approve changes or modifications to the Work, which shall not exceed a contingency of 5% (\$35,741) of the cost of the Work. Mr. Alexander moved for approval, seconded by Mr. Jordan; a roll call vote was taken, and all voted aye.

The complete resolution is attached to these minutes.

Staff Organizations Brief remarks were heard by Carlye Seybold, APLE Representative, and Jon Henley, CWA Representative.

Regular Meeting March 27, 2025, Main Library Mrs. Odesky announced that the next regular meeting of the Board would be on Thursday, March 27, 2025, at 8:30 a.m. at Main Library, 325 N. Michigan, Toledo, Ohio.

Adjournment There being no further business to come before the Board, Mrs. Odesky asked for a motion to adjourn the meeting. Motion made by Mr. Alexander, seconded by Mr. Jordan; all voted aye, meeting adjourned at 9:06 a.m.

Approved by: _____
Sheila Odesky, President

Attested by: _____
Micheal Alexander, Secretary

Date: March 27, 2025