

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
March 23, 2023
Main Library 8:30 a.m.**

Present Michael Dansack, Keith Jordan, Sheila Odesky, 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 January 26, 2022, were approved on motion of Mrs. Odesky, seconded by Ms. Smith; all voted aye, motion carried.

Resolution 03-2023 The Board unanimously adopted a Resolution of Appreciation honoring Nicole Naylor on motion of Ms. Smith, seconded by Mrs. Odesky. Mrs. Naylor has served TLCPL for thirty-five years, beginning her career in 1987 as a Page at Sanger Branch. During her career, Mrs. Naylor served as a clerk and became a librarian at the West Toledo Branch in 1998. She was promoted to manager of the Locke Branch in 2000, and in 2004 became manager of the Oregon Branch. In 2008, she was promoted to Branch Services; during this time, she participated in branch building and remodeling projects. She used her skills with data to understand the communities we serve. Mrs. Naylor's career came full circle when she returned to West Toledo as a manager. Mrs. Naylor represented TLCPL at OLC Conference Expos and won several professional awards. She was hardworking and dedicated to the mission of the Library.

Standing Committee Appointments Acceptance by trustees of the following Committee appointments for 2023 was announced. The president or designated trustee can also attend a committee meeting in place of a regular committee member who may be absent.

2023 Committee Appointments

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

Executive Director's Comments Mr. Kucsma congratulated Niki Naylor on her retirement and thanked her for thirty-five years of contributions to TLCPL. The Board Report is a great summation of where we are as a Library system as we return to pre-pandemic activities. The Reentry Coalition is helping people reenter society after being incarcerated and connecting them

to library resources to assist them on their journey. When the Director recently stopped in at the Sylvania branch, over sixty kids enjoyed story times and gamer’s guild activities. We are almost back to the regular library foot traffic reaching eighty percent of pre-pandemic levels. Many things are contributing to people coming back into our spaces. TLCPL hosted the second-annual DEAI summit last week, with most members of the executive leadership team attending. and our teams participated. Erin Baker was one of the lead coordinators, and the Library’s the Human Resources team participated in the Job fair, discussing resumes and the interview process. Lucas Camuso-Stall is the point person with RDIA. The Library was selected through Broadband Ohio to lead the work with BGSU’s Regional Development team to represent Northwest Ohio as technology needs are developed for a statewide plan. This reaffirms TLCPL as a leader in technology. Kucsma concluded his comments noting that in every corner of the Library, remarkable work is being done.

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

Appointments

Employee Salary	Agency/Classification	Grade
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3/20/2023 \$34,129.49 Jalisa Hooker	Facilities & Operations Custodian I FT	1A*
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Employee	From	To
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1/29/2023 Emily Seadin Promotion/Transfer	Substitutes Substitute Librarian I Sub Substitute] 8.1 SUB \$17,0093 Hourly	Locke Librarian I/Youth Services APLE Gr 6C PT-II \$22,9930 Hourly
2/5/2023 Ryan Rigaux Appointed to Position	West Toledo Acting Manager/Librarian V Exempt Gr H FT \$77,284.94	West Toledo Manager/Librarian VII Exempt Gr J FT \$77,284.94
2/5/2023 Brett Collins Classification Change/ Transfer	Kent Librarian III/Specialist APLE Gr 7A FT \$71,514.30	Computers & Media Librarian I/Adult Services APLE Gr 6A FT \$66,618.05
2/5/2023 Dana Matthews Classification Change/ Transfer	Locke Customer Service Clerk I CWA Gr 1A* LPT \$17,5023 Hourly	HR - Substitute Customer Service Clerk Sub Substitute 5 Sub \$12,3506 Hourly
2/5/2023 Emily Sullivan Promotion/Transfer	Washington Customer Service Clerk I CWA Gr 1A*	Communications, Innovation & Strategy Visual Content Creator Exempt Gr D*

	LPT	\$18.0121 Hourly	FT	\$45,664.91
2/5/2023 Anne Griner Status Change/Transfer	Holland Customer Service Clerk I CWA	Gr 1A*	West Toledo Customer Service Clerk I CWA	Gr 1A*
	LPT	\$17.5023 Hourly	PT-I	\$17.5023 Hourly
2/5/2023 Courtney Macklin Status Change/Transfer	West Toledo Customer Service Clerk I CWA	Gr 1A*	Main Circulation Customer Service Clerk I CWA	Gr 1A*
	LPT	\$17.5023 Hourly	FT	\$34,129.45
2/5/2023 Emily Fountain Classification Change/ Temporary Assignment	Technical Services Clerk II CWA	Gr 2A	Technical Services Clerk III CWA	Gr 3A
	FT	\$41,781.09	FT	\$43,034.55
2/5/2023 Connie Herrera Transfer	Oregon Customer Service Clerk II CWA	Gr 2A*	Locke Customer Service Clerk II CWA	Gr 2A*
	FT	\$41,745.41	FT	\$41,745.41
2/19/2023 Michelle Leavitt Classification Change/ Temporary Assignment	Point Place Customer Service Clerk II CWA	Gr 2	Technical Services Clerk II CWA	Gr 2
	FT	\$44,309.46	FT	\$44,309.46
2/19/2023 Editha Dehm Status Change/Transfer	Waterville Customer Service Clerk II CWA	Gr 2	Sylvania Customer Service Clerk II CWA	Gr 2
	PT-II	\$22.7228 Hourly	LPT	\$22.7228 Hourly
2/19/2023 Brenna Rigsby Status Change/Transfer	Heatherdowns Customer Service Clerk I CWA	Gr 1A*	Oregon Customer Service Clerk I CWA	Gr 1A*
	PT-II	\$17.5023 Hourly	FT	\$34,129.49
2/19/2023 Caitlin Wells Transfer	Holland Customer Service Clerk I CWA	Gr 1A*	Washington Customer Service Clerk I CWA	Gr 1A*
	LPT	\$17.5024 Hourly	LPT	\$17.5024 Hourly
3/5/2023 Molly Evans-Penn Status Change	Children's Library Librarian II/Children's Services APLE	Gr 7C	Children's Library Librarian II/Children's Services APLE	Gr 7C
	FT	\$53,560.07	PT-II	\$27.4667 Hourly
3/5/2023 Elisia Miranda Classification	Ready to Read Ready to Read Early Literacy Specialist APLE	Gr 7C	Children's Library Librarian I/Children's Services APLE	Gr 6C

Change/ Transfer	FT	\$65,582.99	FT	\$65,582.99
3/5/2023 Krysta Turner Classification Change/ Transfer	Main Circulation Customer Service Clerk II CWA FT	Gr 2 \$44,309.46	Fact & Fiction Clerk II CWA FT	Gr 2 \$44,309.46
3/5/2023 Kelly Sradeja Classification Change/ Transfer	Teen Librarian I/Teen Services APLE FT	Gr 6C \$49,363.47	Toledo Heights Librarian I/Youth Services APLE FT	Gr 6C \$49,363.47
3/5/2023 Karen Tietz Status Change/Transfer	Birmingham Customer Service Clerk I CWA LPT	Gr 1A* \$17.5024 Hourly	Main Circulation Customer Service Clerk I CWA PT-II	Gr 1A* \$17.5024 Hourly
3/19/2023 Allyson Ball Promotion/Transfer	Washington Customer Service Clerk I CWA FT	Gr 1A* \$34,129.49	Main Circulation Supervisor Circulation Services III Exempt FT	Gr E* \$49,752.89
3/19/2023 Megan Gankosky Appointment To Position	Toledo Heights Acting Manager/Librarian V Exempt FT	Gr G \$65,427.38	Toledo Heights Manager/Librarian V Exempt FT	Gr H \$65,417.38
3/19/2023 Jozlyn Heckel Status Change	Ready To Read Ready to Read Early Literacy Specialist APLE PT-II	Gr 7C \$29.3455 Hourly	Ready To Read Ready to Read Early Literacy Specialist APLE PT-I	Gr 7C \$29.3455 Hourly
3/19/2023 Johnnie Betts Status Change	South Librarian I/Youth Services APLE PT-II	Gr 6C \$22.9930 Hourly	South Librarian I/Youth Services APLE FT	Gr 6C \$44,836.35

Separations

Employee	From
2/17/2023 Larry Traylor Separation	Facilities & Operations Custodian I CWA FT
3/21/2023 Kahlia Williams Separation Retro 02/24/2023	Kent Librarian II/Youth Services APLE FT
3/22/2023 Benjamin Tucker Separation	Public Safety Public Safety Officer Security Security

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

Travel and Training

Event	Date	Name	Amount
Foundations Program, Toledo, Ohio	January 3 rd – December 4, 2023	Katie Midgley	\$1,050.00
Solar Eclipse for Libraries Workshop, Columbus, Ohio	March 14, 2023	Morgan Rinckey	\$212.57
Ohio Diversity Council Women in Leadership Symposium, Berea, Ohio	March 22 – 23, 2023	Erin Baker	\$494.44
Employment Law Conference, Toledo, Ohio	March 24, 2023	Irene Blue, Sheryl Grauman	\$470.00
Spark – Leadership Toledo	April 11 – August 11, 2023	Kassidie Lape-Wood	\$850.00
OLC Legislative Day, Columbus, Ohio	April 26, 2023	Jenny Barlos, Lauren Boeke, Lucas Camuso-Stall, David Dennis, Jason Kucsma, Shelly Rarick, Kathy Selking	\$420.00
OARnet VMware Education Day, Columbus, Ohio	April 26, 2023	Shazad Bakhsh, Ben Bolbach	\$180.00
Public Library Safety Summit, Columbus, Ohio	April 27 th – April 28 th , 2023	Mike Graybeal, Jason Kucsma	\$1073.00
Take 5: Back to Basics, Warren, Ohio	May 5, 2023	Tyra Jones	\$431.00
Innovative Users Group Conference, Phoenix, Arizona	May 9 th – May 13 th , 2023	Christina Gaydos, Jessica Luce, Donna Spychala	\$8998.00
Government Finance Officers Association Conference, Portland, Oregon	May 21 st – May 24 th , 2023	Dana Allee	\$2580.00
ALA Annual Conference, Chicago, Illinois	June 22 nd – June 26 th , 2023	Angela Bronson	\$3074.00

Financial Report The Financial Report for the months ending January 31st, 2023, and February 28th, 2023, were accepted by the Board on motion of Ms. Smith, seconded by Mr. Jordan; all voted aye, motion carried.

Tax Receipts

January

Opening Balance	\$0.00
Real Property Tax	2,000,000.00
January Public Library Fund	1,626,596.74
2023 Year to Date	\$3,626,596.74

February

Opening Balance	\$3,626,596.74
Real Property Tax	5,500,000.00
February Public Library Fund	1,894,500.89
2023 Year to Date	\$11,021,097.63

Vouchers Approved The Board approved payment of the following schedule of vouchers for January 2023 and February 2023 on motion of Mrs. Odesky, seconded by Ms. Smith; all voted aye, motion carried.

January

General Fund	\$3,821,456.83
Emergency Connectivity Fund	0.00
Building & Repair Fund	12,631.62
Capital Projects Note Fund	0.00
Total Health Care	250,102.63
Gift Funds	3,208.79
Trust Funds	2,225.00
FSA Custodial Funds	4,561.83
Dog License Custodial Funds	47,375.00
Total:	\$4,141,561.70

February

General Fund	\$3,250,951.16
Emergency Connectivity Fund	86,100.00
Building & Repair Fund	8,839.48
Capital Projects Note Fund	0.00
Total Health Care	456,618.34
Gift Funds	828.03
Trust Funds	2,432.99
FSA Custodial Funds	4,188.89
Dog License Custodial Funds	188,875.00
Total:	\$3,998,833.89

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

January

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$22,305,725.69
STAR @ 4.72%	2,702,723.79		
Huntington @ 0.20%	2,970,394.96	5,509,198.42	
PNC	60.00	0.00	
January - Interest		53,219.25	
Ending Balance	\$5,673,178.75	\$5,562,417.67	\$22,194,964.61
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 9,838,732.71		
Building & Repair Fund	12,222,499.86		
Gift Fund	81,964.30		
Capital Projects Fund	51,767.74		
	\$22,194,964.61		

February

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$22,194,964.61
STAR @ 4.82%	25,299.25	4,516,097.00	
Huntington @ 4.34%	7,785,976.33	7,302,846.65	
February - Interest		19,427.22	
Ending Balance	\$7,811,275.58	\$11,838,370.87	\$26,222,059.90
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 13,870,822.17		
Building & Repair Fund	12,201,911.70		
Gift Fund	97,368.77		
Capital Projects Fund	51,957.26		
	\$26,222,059.90		

Trust Fund Activity Trust Fund Activity was approved on motion of Ms. Smith, seconded by Mrs. Odesky; all voted aye, motion approved.

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

Cybersecurity Services The Finance Committee met with Administration on Monday, March 20th, 2023, and discussed a Request for Proposal (RFP) for cybersecurity services, which

includes End Point Threat Detection and Manage Defend and Response (MDR) services. There were two responsive bidders:

New Era Technologies	\$169,138
Arctic Wolf	\$325,268.89

The Finance Committee recommended that the Board approve the lowest responsive bidder, New Era Technologies, for an annual cost of \$169,138 for the End Point Threat detection and MDR services. Ms. Smith moved for approval, seconded by Mr. Jordan; all voted aye, motion carried.

Network Switch Upgrades The Finance Committee discussed with Library administration on Monday, March 20th, 2023, an RFP for the replacement of the network switches at all TLCPL locations. The network switches are approximately ten years old and need replacement, as they are a critical component that connects PCs and devices to one another. This budgeted project leverages the FCC's eRate program, where 85% of the costs are covered through the program and where the Library would be responsible for the remaining 15%. There was one responsive bidder.

DMC Technology Group	\$401,482.00
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The Finance Committee recommended the Board approve the DMC Technology Group bid at \$341,259, with 85% of the costs (\$336,709.70 being covered through the FCC's eRate program and the remaining 15% (\$60,222.30) being picked up by the Library. Ms. Smith moved for approval, seconded by Mrs. Odesky; all voted aye, motion carried.

Cellular Devices Policy Update On March 20th, 2023, the Finance Committee discussed changes with Administration minor changes to the Cellular Device Policy that was last updated in 2022. These updates better align with Ohio Sunshine Laws. Ms. Smith moved for approval, seconded by Mr. Jordan; all voted aye, motion carried.

Staff Organizations Brief remarks were heard from Jon Henley, CWA representative. Steve Nichols, APLE representative, made brief remarks, also noting the recent death of Denise Mollenkopf, a recently retired circulation supervisor who is well remembered by staff.

Ready to Read Update Nancy Eames, Youth Services Coordinator, Jozi Heckel, Kate McGowan, and Emily Vicary, Early Literacy Specialists, presented an update to the Board on the Ready to Read team, which has gone through many changes since the COVID-19 pandemic. Nancy Eames recommended the podcast [Sold a Story](#) as an introduction to the changes that are coming to how reading will be taught. TLCPL will also be following the science of reading, and the Ready to Read team presented the tools that they will be using to educate the community.

Regular Meeting April 27th, 2023, Main Library Mr. Dansack announced that the next regular meeting of the Board would be on Thursday, April 27, 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 Ms. Smith, seconded by Mr. Jordan; all voted aye, and the meeting adjourned at 9:08 a.m.

Approved by: _____
Michael Dansack, Vice president

Attested by: _____
Sheila Odesky, Secretary

Date: _____
April 27, 2023