

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

Present Micheal Alexander, Michael Dansack, Lori Hauser, Keith Jordan, Jesus Salas

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 February 22, 2024, were approved on motion of Mr. Alexander, seconded by Mr. Salas; all voted aye, motion carried.

Resolution 02 – 2024 The Board unanimously approved a Resolution of Appreciation honoring Sandra Bateson on the motion of Mr. Salas, seconded by Ms. Hauser. Ms. Bateson has served as an employee of the Toledo Lucas County Public Library for twenty-five years, beginning at the Reynolds Corners Branch. Ms. Bateson then served at Heatherdowns before moving to Technical Services in 2007. Her impact has been felt at Main Library and across the system on a daily basis. Ms. Bates has consistently displayed professionalism and dedication, and the Board thanks her for her service.

Resolution 03 – 2024 The Board unanimously approved a Resolution Honoring Joan A. Martin Harris on the motion of Mr. Jordan, seconded by Mr. Salas. The Library and the Toledo community lost a valued member and leader on March 25, 2024. Ms. Martin-Harris was an instrumental advocate of the establishment of the Art Tatum African American Resource Center at the Kent Branch thirty-five years ago. Ms. Martin-Harris also worked closely with community partners in the establishment of the Edrene Cole Oral History Collection and co-chaired the Art Tatum 100th Birthday celebration at Main Library. The Board of Trustees honors the memory of Ms. Martin-Harris.

Executive Director’s Comments Mr. Kucsma expressed his condolences to Ms. Martin-Harris’s family and commented on her advocacy’s profound impact on the community and the Art Tatum Center. This is Erin Baker’s last board meeting as she is moving on to Habitat for Humanity as the Director of Development and Engagement. In a short time, she has left an indelible fingerprint from Kent to HR and as Direct of EDI, advancing the work of Welcome TLC. She will be missed. The Washington Branch is in a pre-scope refining process. With eight acres, this is an opportunity to go through a proper design phase. Typically, you have one year of design and one year of building. The Facilities Master Plan, approved by the Board in 2020, recommends what projects the library takes on by priority due to conditions and community needs. There have been conversations about the Holland Branch and expanding in the Strawberry Acres property, as well as the possibility of expanding into the Whitehouse area due to the growing population. Library administration and the Board have spent a year or so looking at the plan and how to go forward to do the proper capital work since the renovation of Main Library in 2019. As we look at our buildings, part of this process is to ask the community how we are doing with our spaces. A survey was done, and the results will be presented to the Board today. There are three ways to fund the capital improvements: borrowing money against the PLF, Ohio’s One-Toledo Lucas County Public Library Board of Trustees Minutes April 25, 2024

time Strategic Community Investing Funding process, and asking voters to support infrastructure through a bond issue. Over the past year, there have been conversations, discussions, and work to put that in motion.

Community Relations & Services The Community Relations and Services Committee reviewed a proposal from the Library administration to adjust Sunday hours in branches. The Committee recommends that Sunday hours will continue at the Sanger branch for the Summer months only. The Sunday Summer hours will begin on Sunday, June 2nd. Sunday hours will return to Heatherdowns, Oregon, and Sylvania on Sunday, September 8th. Sunday hours will continue to be from 1 p.m. to 5 p.m. Mr Jordan moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

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

Appointments

Employee Salary	Agency/Classification	Grade
3/4/2024 \$10,4500 Donald Bush	Washington Page	Step 1
3/4/2024 \$48,019.73 Stacy Cupps-Alexander	Main Teen Librarian I/Teen Services	6C
3/4/2024 \$10,4500 Lila Johnson	King Road Page	Step 1
3/4/2024 \$34,812.18 Christopher LaBiche	Facilities & Operations Custodian I	1A*
3/4/2024 \$34,812.18 Andres Perez	Facilities & Operations Custodian I	1A*
3/4/2024 \$20,3474 Chloe Rieder	Substitutes Substitute Librarian II	8.2
3/4/2024 \$10,4500 Annette Stalker	Sylvania Page	Step 1
3/4/2024 \$34,812.18 Erin Stone-Nichols	Facilities & Operations Custodian I	1A*
4/1/2024 \$47,775.00 Donnie Harrison	Facilities & Operations Maintenance Technician	6A*
4/15/2024 \$45,733.16 Ashley Dawson	Washington Librarian I/Children's Services	6C
4/15/2024 \$55,000.14 Adira Fuller-Warren	Main Teen Librarian I/Teen Services	6C

4/15/2024 \$45,733.16 Amanda Mascara	Children's Library Librarian I/Children's Services	6C
4/15/2024 \$51,969.65 Kieran Sheets	Reynolds Corners Librarian II/Children's Services	7C

Payroll Changes

Employee	From	To
3/3/2024 Lauren Howald Acting Status	King Assistant Manager/Librarian IV Exempt Gr R06 FT \$62,371.73	Oregon Acting Manager/Librarian IV Exempt Gr R06 FT \$65,490.36
3/3/2024 Joyce Souva Transfer	Teen Librarian II/Teen Services APLE Gr 7B FT \$72,944.63	King Librarian II/Teen Services APLE Gr 7B FT \$72,944.63
3/17/2024 Vicky Avalos Transfer	Reynolds Corners Customer Service Clerk II CWA Gr 2 FT \$45,195.74	Toledo Heights Customer Service Clerk II CWA Gr 2 FT \$45,195.74
4/1/2024 James Bennett Status Change/Transfer	Heatherdowns Customer Service Clerk I CWA Gr 1A* LPT \$18.9397 Hourly	Reynolds Corners Customer Service Clerk I CWA Gr 1A* PT-II \$18.9397 Hourly
4/1/2024 Nancy Fenchel Transfer	Holland Customer Service Clerk I CWA Gr 1A* LPT \$17.8523 Hourly	Maumee Customer Service Clerk I CWA Gr 1A* LPT \$17.8523 Hourly
4/1/2024 Talena Reynolds Transfer	Development Office Affinity Coordinator Exempt Gr R05 FT \$72,903.09	Public Services Volunteer & Partnership Liaison Exempt Gr R05 FT \$72,903.09
4/1/2024 Sarah Renee Wollstonecraft Transfer	Washington Customer Service Clerk I CWA Gr 1A* FT \$36,932.42	Holland Customer Service Clerk I CWA Gr 1A* FT \$36,932.42
4/14/2024 Olivia Ellison Transfer	Holland Customer Service Clerk I CWA Gr 1A* LPT \$17.8523 Hourly	Mott Customer Service Clerk I CWA Gr 1A* LPT \$17.8523 Hourly
4/14/2024 Lindsey Stockdale Transfer	Heatherdowns Librarian I/Children's Services APLE Gr 6C FT \$45,733.16	Oregon Librarian I/Children's Services APLE Gr 6C FT \$45,733.16

Separations

Employee	From		
3/4/2024 Omari Hodgesmith Separation	Lagrange Page Page		Page
3/4/2024 Hannah Markin Separation	Birmingham Customer Service Clerk I CWA		LPT
3/4/2024 Scott Warton Separation	Mobile Services Page Page		Page
3/21/2024 Nicole Grisham Separation	Oregon Librarian I/Youth Services APLE		FT
4/3/2024 India Smith Separation Retro 02/17/2024	Substitutes Substitute Clerk SUB		SUB
4/18/2024 Jozlyn Heckel Separation	Ready To Read Ready to Read Early Literacy Specialist APLE		PT-I
4/22/2024 Dana Matthews Separation Retro 09/20/2023	Substitutes Substitute Clerk SUB		SUB
4/30/2024 Erin Baker Separation 4/27/2024 Mary McCarthy Separation 5/17/2024	Administration Director of Equity, Diversity & Inclusion Exempt West Toledo Customer Service Clerk I CWA		FT LPT
Sandra Bateson Retirement	Clerk IV CWA		FT

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

Event	Date	Name	Amount
Net Inclusion 2024, Philadelphia, PA	February 12 -15, 2024	Lucas Camuso-Stall	\$537.89
Breakfast with the Experts, Maumee, OH	March 20, 2024	Ryan Snodgrass	\$35.00

2024 Employment Law Conference, Perrysburg, OH	March 22, 2024	Sheryl Grauman	\$225.00
The Highs and Lows of Ohio's Marijuana Law, Northwood, OH	April 9, 2024	Ryan Snodgrass	\$37.00
Welcoming Interactive, Dallas, TX	April 9 – 12, 2024	Mely Arribas-Douglas	\$1964.08
Annual BWC Update, Toledo, OH	April 17, 2024	Ryan Snodgrass	\$35.00
Meraki Day, Columbus, OH	April 24, 2024	Shazad Bakhsh, Roxanna Foster	\$138.00
Storytime Foundations, Columbus, OH	April 30, 2024	Lauren Boeke, Kelly Sradeja	\$815.10
Toledo Chamber of Commerce Annual Meeting, Toledo, OH	April 30, 2024	Lucas Camuso-Stall, Jason Kucsma	\$200.00
Take 5: Building a Foundation	May 3, 2024	Juliette Hebert	\$221.50
Together We Thrive: Dream Summit, Westerville, OH	May 10, 2024	Terwase Ngur, Janet Rhodes	\$164.00
Ohio's Ready to Read Early Literacy 101 Workshop, Bowling Green, OH	May 10, 2024	Emily Green	\$50.13
Electrical Safety and Compliance, Northwood, OH	May 14, 2024	Ryan Snodgrass	\$30.00
Conference & Expo for OEHS Professionals, Columbus, OH	May 20 – 22, 2024	Ryan Snodgrass	\$796.00
TARTA DC Fly-in, Washington, DC	June 11 – 13, 2024	Lucas Camuso-Stall	\$2286.00
Leadership Toledo: Focus 419, Toledo, OH	June 26 – 28, 2024	Melissa Luthman	\$750.00
ALA Conference 2024, San Diego, CA	June 28 -30, 2024	Lauren Boeke	\$3368.00
BCALA, New Orleans, LA	July 24 – 28, 2024	Celeste Felix, Faith Hairston	\$4460.31
Ohio GFOA Conference, Cincinnati, OH	September 25 -27, 2024	Dana Allee	\$1276.00

Financial Report The financial report for the months ending February 28, 2024, and March 31, 2024, were accepted on motion of Mr. Salas, seconded by Ms. Hauser; all voted aye, motion carried.

Tax Receipts February

Opening Balance	\$2,710,145.24
Real Property Tax	7,000,000.00
February Public Library Fund	1,771,010.62
2024 Year to Date	\$11,481,155.86

Tax Receipts March

Opening Balance	\$11,481,155.86
Real Property Tax	4,636,183.12
March Public Library Fund	1,480,086.66
2024 Year to Date	\$17,597,425.64

Approval of Scheduled Vouchers The Board approved payment of the following schedule of vouchers for February and March 2024 on motion Mr. Salas, seconded by Mr. Alexander; all voted aye, motion carried.

February Scheduled Vouchers

General Fund	\$3,839,975.96
Emergency Connectivity Fund	0.00
Building & Repair Fund	88,726.10
Capital Projects Note Fund	1,756.00
Total Health Care	470,253.45
Gift Funds	1,662.94
Trust Funds	1,600.55
FSA Custodial Funds	9,140.99
Dog License Custodial Funds	163,485.00
Total:	\$4,576,600.99

March Scheduled Vouchers

General Fund	\$3,628,791.70
Emergency Connectivity Fund	0.00
Building & Repair Fund	20,978.00
Capital Projects Note Fund	325.00
Total Health Care	574,184.20
Gift Funds	1,650.00
Trust Funds	9,164.12
FSA Custodial Funds	8,843.10
Dog License Custodial Funds	14,750.00
Total:	\$4,258,686.12

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

February Interim Funds Activity

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$19,247,028.70
STAR	90,482.10	0.00	
Huntington	3,283,686.94	8,443,677.70	
PNC	41.00	0.00	
February - Interest		45,476.72	
Ending Balance	\$3,374,210.04	\$8,489,154.42	\$24,361,973.08
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$14,569,203.08		
Building & Repair Fund	9,705,388.31		
Gift Fund	77,471.89		
Capital Projects Fund	9,909.80		
	\$24,361,973.08		

March Interim Funds Activity

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$24,361,973.08
STAR	325.00	0.00	
Huntington	2,322,085.67	4,003,965.28	
PNC	41.00	0.00	
March - Interest		49,705.22	
Ending Balance	\$2,322,451.67	\$4,053,670.50	\$26,093,191.91
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 16,309,213.75		
Building & Repair Fund	9,702,171.20		
Gift Fund	72,176.40		
Capital Projects Fund	9,630.56		
	\$26,093,191.91		

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

Opening Balance			\$119,982.11
No Activity			
Ending Balance	\$0.00	\$0.00	\$119,982.11

Community Survey Report Galen Schuerlein of the Taft Law Firm presented the results of the Community Survey. 91.5% of the respondents had a favorable impression of the Library. Respondents' priorities were expanding existing locations that have higher levels of usage, building new branches in growing parts of the county, adding more space in existing branches for technology and computers, creating more private study areas for use by students and adults, and Toledo Lucas County Public Library Board of Trustees Minutes April 25, 2024

expanding areas for more meeting room spaces. The Library has done an excellent job of earning the trust and support of Lucas County residents.

Resolution 04 – 2024 Library Administration has been assessing options to fund the development of the new Washington Branch Campus library as well as other necessary capital improvements identified in the Board approved 2020 Library Facility Master Plan. The Finance Committee and Library Administration determined that a voted bond issue to fund these capital projects was the best path forward. The Finance Committee recommends the resolution declaring the necessity of the Board of County Commissioners of the County of Lucas as the taxing authority of the Toledo Lucas County Public Library, submitting the question of issuance of Library improvement bonds of the Toledo Lucas County Public Library, in the aggregate amount of \$153,000,000, to the electors residing within the boundaries of the Library, and requesting the Lucas County Auditor to make certain certifications, pursuant to sections 3375.24 and 5705.03 (B) of the revised code. Mr. Salas moved for approval of the resolution, seconded by Mr. Jordan. All voted aye by roll call vote.

Note a copy of Resolution 04 – 2024 is attached to these minutes.

Resolution 05 – 2024 The Finance Committee recommends that the Board approve the resolution authorizing declarations of official intent under U.S. Treasury regulations with respect to reimbursements from Note or Bond proceeds of temporary advances made for payment prior to issuance and related matters. Mr. Salas moved for approval of the resolution, seconded by Ms. Hauser. All voted aye by roll call vote.

Note a copy of Resolution 05 – 2024 is attached to these minutes.

Modification and Increase of the 2024 Revenue and Appropriations Report It is necessary to ask the Board to increase the 2024 Revenue budget and modify the Annual Appropriations Financial Report for the following items:

Increase the 2024 Revenue Budget by:

202.000.42160	Restricted State Grant	\$10,000.00
203.000.42160	Restricted State Grant	\$ 500.00

Increase the 2024 Annual Appropriations Schedule by:

202.000.52130	Programming Supplies	\$10,000.00
203.000.52130	Programming Supplies	\$ 250.00
203.000.53721	Programming Speakers	\$ 250.00

Mr. Salas moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

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

Regular Meeting May 23, 2024, Main Library Mr. Dansack announced that the next regular meeting of the Board would be on Thursday, May 23, 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. Salas, seconded by Mr. Alexander; all voted aye, and the meeting adjourned at 9:27 a.m.

Approved by: _____
Michael Dansack, President

Attested by: _____
Keith Jordan, Secretary

Date: May 23, 2024