

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
April 27, 2023
Main Library 8:30 a.m.**

Present Micheal Jordan, Michael Dansack, 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 March 23, 2023, were approved on motion of Mrs. Odesky, seconded by Mr. Alexander; all voted aye, motion carried.

Executive Director's Comments This week is National Library Week when we celebrate libraries' role in building strong communities. TLCPL is celebrating our staff all week on social media and holding a Game Night this Friday. We expect about one hundred staff members and their guests will be attending to have fun in honor of their work. A delegation from TLCPL went to Columbus yesterday to advocate for the Public Library Fund (PLF). Hundreds of library representatives from across the state attended to urge legislators to preserve the PLF at 1.7% of the General Revenue Fund, and we are also tracking the budget closely as it moves from the House to the Senate. As we are celebrating, staff art is being exhibited in the gallery. There are twelve artists on display. Please stop by the gallery to see their work. Former legislator and Governor of Ohio, Dick Celeste, will be speaking tonight as part of the Authors! Series at Main Library this evening, April 27th. The Metroparks takeover is this weekend, which was very popular last year with several thousand attending. The event will include rope and rock climbing again. As Kucsma announced earlier this month, TLCPL is an IMLS National Medal finalist and will find out at the end of May if it will be awarded the honor. A letter to Sanger Branch Manager Faith Hairston in the Board Packet is included from AARP local coordinator Gene Palmer. The Sanger branch delivered excellent service, while AARP completed over 475 tax returns. AARP also completed a large number of returns for customers at the Washington branch with help from TLCPL staff.

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

Appointments

Employee Salary	Agency/Classification	Grade
4/3/2023 \$44,836.35 Caitlyn Carter	Sanger Librarian I/Youth Services	6C
4/3/2023 \$49,752.89 Joseph Lindsey	Heatherdowns Supervisor Circulation Services III	E*
4/17/2023 \$57,064.61 Megan Goins-Diouf	Kent Librarian III/Specialist	8C

4/17/2023
\$44,836.35
Tiana Taylor

Teen
Librarian I/Teen Services

6C

Payroll Changes

Board Approval: 3/23/2023

Employee	From	To
4/2/2023 Karen Tietz Status Change/Transfer	Main Circulation Customer Service Clerk I CWA Gr 1A* PT-II \$17.5024 Hourly	Main Circulation Customer Service Clerk I CWA Gr 1A* FT \$34,129.68
4/2/2023 Sarah Renee Wollstonecraft Transfer	Main Circulation Customer Service Clerk I CWA Gr 1A* FT \$35,153.63	Washington Customer Service Clerk I CWA Gr 1A* FT \$35,153.63
4/16/2023 Michelle Leavitt Return to Former Position	Technical Services Clerk II CWA Gr 2 FT \$44,309.46	Point Place Customer Service Clerk II CWA Gr 2 FT \$44,309.46
4/16/2023 Lindsey Stockdale Promotion/Transfer	Sanger Customer Service Clerk I CWA Gr 1A* FT \$35,153.43	Heatherdowns Librarian I/Children's Services APLE Gr 6C FT \$44,836.35
4/16/2023 Jonas Williams Missed Increment Retro 03/19/2023	Facilities & Operations Custodian I CWA Gr 1A* FT \$37,293.95	Facilities & Operations Custodian I CWA Gr 1A* FT \$38,412.86

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

Travel and Training

Event	Date	Name	Amount
Reimagining School Readiness, Columbus, Ohio	April 18, 2023	John Cook	\$203.00
Welcoming Interactive, San Jose, California	April 26 – April 28, 2023	Erin Baker	\$2411.30
Toledo Regional Chamber of Commerce Annual Meeting	May 3, 2023	Lucas Camuso-Stall, Jason Kucsma	\$200.00

NOTSL Spring 2023 Meeting Migration in Motion: Managing Expectations, Warrensville Heights, Ohio	May 19, 2023	Christina Gaydos, Jessica Luce, Kelly Michalak, Donna Spsychala	\$470.00
ALA Conference, Chicago, Illinois	June 22 – June 27, 2023	Kathy Selking	\$2928.35
Mazza Summer Conference, Findlay, Ohio	July 17 – July 19, 2023	Cindy Vanderbrink	\$259.00

Tuition Expenditures

School	Name	Amount
University of Toledo	James Keith	\$750.00

Summer Sunday Hours The Community Relations Committee recently reviewed and approved a proposal from Library Administration to adjust Sunday hours in branches. The Library has been collecting data around Sunday use of Library branches and recommends that for the Summer months, Sunday hours continue at Sanger only. Sunday Summer hours will begin on Sunday, June 4th. Sunday hours will return to Heatherdowns, Oregon, and Sylvania on Sunday, September 10th. 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.

Financial Report The Financial Report for the month ending March 31st, 2023, was accepted by the Board on motion of Mrs. Odesky, seconded by Ms. Smith; all voted aye, motion carried.

Tax Receipts

Opening Balance	\$11,021,097.63
Real Property Tax	5,534,125.28
March Public Library Fund	1,428,208.81
2023 Year to Date	\$17,983,431.72

Vouchers Approved The Board approved payment of the following schedule of vouchers for March 2023 on motion Mr. Salas, seconded by Ms. Smith; all voted aye, motion carried.

General Fund	\$3,657,496.95
Emergency Connectivity Fund	28,700.00
Building & Repair Fund	51,785.00
Capital Projects Note Fund	0.00
Total Health Care	380,845.45
Gift Funds	17,649.50
Trust Funds	19,390.02
FSA Custodial Funds	15,225.63
Dog License Custodial Funds	12,575.00
Total:	\$4,183,667.55

Interim Funds Interim Funds Transactions 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			\$26,222,059.90
STAR @ 1.77%	14,212.00	4,500,000.00	
Huntington @ 0.20%	2,203,675.64	1,009,420.45	
PNC	91.00	460.00	
March - Interest		50,309.86	
Ending Balance	\$2,217,978.64	\$5,560,190.31	\$29,564,271.57
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 17,274,337.85		
Building & Repair Fund	12,157,856.81		
Gift Fund	79,904.98		
Capital Projects Fund	52,171.93		
	\$29,564,271.57		

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

Opening Balance			\$395,000.00
No Activity			
Ending Balance	\$0.00	\$0.00	\$395,000.00

Washington Branch Sale The Buildings and Grounds committee met with Library administration on April 24th, 2023, to discuss an offer from the Board of Education of the Washington Local School District to acquire the 12,946 square foot building and the approximate 2.8206 acres of land that the Library’s Washington branch is on. The Board of Education of the Washington Local School District is offering \$775,000 for the building and the land. After careful consideration, the Building and Grounds committee recommended that the board accept the offer from the Board of Education of the Washington Local School District. Mr. Dansack moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

A copy of the purchase agreement is included in these minutes.

Washington Branch Lease The Building and Grounds committee, on April 24th, 2023, discussed with Library administration leasing back the building and land that the Library’s Washington branch is on from the Board of Education of the Washington Local School District, starting the day of the closing. The leaseback to the Library is a 24-month lease for the cost of \$24 for the lease term. The lease will allow Library Administration to identify a new location for the Washington branch and ensure that Library services remain uninterrupted. The Building and Grounds committee recommended that the Board approve the lease from the Board of Education of the Washington Local School District after the sale is finalized. Mr. Dansack moved for approval, seconded by Kendra Smith; all voted aye, motion carried.

A copy of the lease agreement is included in these minutes.

Staff Organizations Brief remarks were heard from Jon Henley, CWA representative, and Steve Nichols, APLE representative.

Library Analytics Terri Carroll, Director of Communications, Design, and Analytics, presented to the Board how she and her team use data on how customers interact with the library’s website, blogs, and social media posts to understand what customers find engaging. This work also helps guide how the library promotes programs and services to bring customers back to our buildings as we return to pre-pandemic traffic.

Regular Meeting May 25th, 2023, Main Library Mr. Dansack announced that the next regular meeting of the Board would be on Thursday, May 25th, 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 Mrs. Odesky, seconded by Mr. Alexander; all voted aye; the meeting adjourned at 9:02 a.m.

Approved by: _____
Michael Dansack, Vice president

Attested by: _____
Sheila Odesky, Secretary

Date: _____
May 25, 2023