

**Toledo Lucas County Public Library  
Minutes of Board of Trustees Meeting  
May 25, 2023  
Main Library 8:30 a.m.**

**Present** Micheal Alexander, Michael Dansack, Dennis Johnson, Sheila Odesky

**Roll Call** The meeting was called to order by Mr. Johnson at 8:30 a.m., followed by roll call.

**Minutes** The minutes of the regular meeting on April 27, 2023, were approved on motion of Mrs. Odesky, seconded by Mr. Alexander; all voted aye, motion carried.

**Oath of Office, President of the Board** Mr. Dansack administered the Oath of Office to Mr. Johnson, President of the Board.

**President of the Board Comments** Mr. Johnson, on behalf of the Board of Trustees, congratulated the TLCPL staff for all the hard work they have done that has been recognized by the National Medal from the Institute of Museum and Library Services. This is a significant recognition of the hard work that staff puts in day in and day out for the patrons. This gives us a chance to take a large step back and acknowledge all the work that staff and community partners have done for our community.

**Executive Director's Comments** Mr. Kucsma thanked Mr. Johnson for his comments and all of the work and support from the trustees. As he was visiting with staff this week, Mr. Kucsma mentioned to the staff that this is not like the employee of the month award. TLCPL will now and forever be an IMLS National Medal Award-winner. We have received congratulations from across the country; this has been rewarding and reaffirming. Over the last week, Mr. Kucsma has been saying that day in and day out, we have been through a lot and are still dealing with a lot, but this award is a testament to all the work that staff do. We will celebrate as long as we can.

Thank you to the Asian American Pacific Islander heritage workgroup. They have created a wonderful celebration month, including a photo exhibit at Maumee Branch. Inclusion groups supplement our underlying beliefs year-round while providing welcoming and open programming. This work has been stellar throughout the year. The library was recently invited to become a member of the Ohio Diversity Council. This will provide workshops, conferences, and other training opportunities for staff. Upcoming events of note include the June 10<sup>th</sup> preview of the Italian Bowl, author John Grisham will be joining virtually other Italian American Football players. With the NAACP, the library will celebrate Juneteenth on June 17<sup>th</sup> with a job fair that includes Irene Blue giving interview prep and Computers & Media helping with resumes. A rooftop party will also take place that evening. Last month the Metro Parks took over the library, and over 2,000 attended.

Next month's takeover will be the Ability Center to help understand challenges and abilities. An example of our impact on the community and why we won this award is in the Board Report; a customer at Toledo Heights is from Ukraine and has been working on his English. The staff has been helping him understand the meaning of many words with the same or similar meanings.

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The staff has been helping him through conversations, ordering library materials, and suggesting other resources.

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

**Appointments**

<b>Employee Salary</b>	<b>Agency/Classification</b>	<b>Grade</b>
5/1/2023 \$20,347.4	Substitute	8.2
Alexandria Armstrong	Substitute Librarian II	
5/1/2023 \$17,009.3	Substitute	8.1
Allison Flory	Substitute Librarian I	
5/1/2023 \$22,993.0	South	6C
Eireann Garcia	Librarian I/Children's Services	
5/1/2023 \$44,836.35	Washington	6C
Renee Sarra	Librarian I/Children's Services	
5/15/2023 \$17,010.0	HR - Sub	8.1
Jason Dehm	Substitute Librarian I	
5/15/2023 \$34,129.49	Facilities & Operations	1A*
Lyndon Fisher	Custodian I	
5/15/2023 \$20,347.4	HR - Sub	8.2
Julia Koppinger	Substitute Librarian II	
5/15/2023 \$59,999.94	Public Safety	F*
Harry Snodgrass	Environmental Health & Safety Coordinator	

**Payroll Changes**

<b>Employee</b>	<b>From</b>		<b>To</b>	
4/30/2023 Johnnie Betts Classification Change/ Transfer	South Librarian I/Youth Services APLE FT	Gr 6C \$44,836.35	Computers & Media Librarian I/Adult Services APLE FT	Gr 6C \$44,836.35
4/30/2023 Emily Fountain Appointed to Position	Tech Services Clerk III CWA FT	Gr 3A* \$44,325.65	Technical Services Clerk III CWA FT	Gr 3A* \$44,325.65
5/14/2023 Unique Britton Transfer	Mott Assistant Manager/Librarian IV Exempt FT	Gr G \$67,871.12	Maumee Assistant Manager/Librarian IV Exempt FT	Gr G \$67,871.12

5/14/2023 Grace Friend Status Change/Transfer	Holland Customer Service Clerk I CWA Gr 1A* LPT \$17,5023 Hourly	Waterville Customer Service Clerk I CWA Gr 1A* PT-II \$17,5023 Hourly
5/14/2023 Jennifer Green Status Change	Main Circulation Customer Service Clerk I CWA Gr 1A* FT \$37,294.14	Main Circulation Customer Service Clerk I CWA Gr 1A* PT-II \$19,1252 Hourly
5/14/2023 Sam Ponke Reclassification	Children's Library Librarian I/Children's Services APLE Gr 6C FT \$47,078.27	Children's Library Librarian II/Children's Services APLE Gr 7C FT \$50,950.58
5/14/2023 Jeanette Sullivan Status Change/Transfer	King Road Customer Service Clerk I CWA Gr 1A* LPT \$19,1089 Hourly	Sanger Customer Service Clerk I CWA Gr 1A* FT \$37,262.36
5/14/2023 Morgan Wicks Mariea Status Change/Transfer	Washington Customer Service Clerk I CWA Gr 1A* LPT \$18,0274 Hourly	Main Circulation Customer Service Clerk I CWA Gr 1A* FT \$35,153.43
5/14/2023 Teresa Zafer Status Change/Transfer	Mott Customer Service Clerk I CWA Gr 1A* LPT \$17,5023 Hourly	Heatherdowns Customer Service Clerk I CWA Gr 1A* PT-II \$17,5023 Hourly

### Separations

Employee	From
4/29/2023 Jacinda Beene Separation	Main Circulation Customer Service Clerk I CWA FT

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

Event	Date	Name	Amount
iLead Ohio, Newark, Ohio	April 25 – October 17, 2023	Janet Rhodes	\$615.00
OLC Legislative Day, Columbus, Ohio	April 26, 2023	Jason Kucsma	\$274.38
Bridges Out of Poverty, Toledo, Ohio	May 19, 2023	Mely Arribas - Douglas	\$45.00
Leadership Toledo Focus 419, Toledo, Ohio	August 2 – 4, 2023	Franco Vitella	\$650.00

Digipalooza, Cleveland, Ohio	August 9 – 11, 2023	Kristie Lanzotti & April Schwarzkopf	\$1706.15
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**Financial Report** The Financial Report for the month ending April 30<sup>th</sup>, 2023, was accepted by the Board on motion of Mr. Alexander, seconded by Mrs. Odesky; all voted aye, motion carried.

**Tax Receipts**

Opening Balance	\$17,983,431.72
Real Property Tax	\$ 1,188,546.18
April Public Library Fund	\$ 1,311,702.30
2023 Year to Date	\$20,483,680.20

**Vouchers Approved** The Board approved payment of the following schedule of vouchers for April 2023 on motion of Mr. Dansack, seconded by Mr. Alexander; all voted aye, motion carried.

General Fund	\$3,197,174.05
Emergency Connectivity Fund	28,700.00
Building & Repair Fund	3,839.40
Capital Projects Note Fund	0.00
Total Health Care	282,583.64
Gift Funds	4,695.96
Trust Funds	26,038.77
FSA Custodial Funds	4,564.23
Dog License Custodial Funds	8,875.00
Total:	\$3,556,471.05

**Interim Funds** Interim Funds Transactions were approved as listed below on motion of Mrs. Odesky, seconded by Mr. Dansack; all voted aye, motion carried.

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$29,564,271.57
STAR	\$ -	\$ -	
Huntington	\$ 2,439,397.90	\$ 2,203,264.05	
Fifth Third	\$ -	\$ -	
PNC	\$ 36.00	\$ -	
April- Interest		\$ 59,103.49	
Ending Balance	\$2,439,433.90	\$2,262,367.54	\$29,387,205.21
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 17,100,777.36		
Building & Repair Fund	\$ 12,158,699.29		
Gift Fund	\$ 75,340.33		
Capital Projects Fund	\$ 52,388.23		

\$ 29,387,205.21

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

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

**Maumee Water Chiller Replacement** On April 25<sup>th</sup>, 2023, sealed bids were received for the replacement of the water chiller at the Maumee Branch Library. Bayes, Inc. was the only responsive bidder for the project.

Bayes, Inc. \$56,500.00

The Buildings & Grounds Committee recommended that the Board approve the Bayes, Inc. bid of \$56,500.00 and an additional 10% (\$5,650) to manage any minor change orders typical of these replacements. Mr. Dansack moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

**Board & Community Education** Allison Fiscus, Adult Services Coordinator, and Kristie Lanzotti, Collection Development Coordinator, presented to the board and those attending the strategy and research that goes into merchandising and displaying the Library’s collection in its twenty branches and Main Library. The changes made across the Library system have made measurable increases in circulation per customer and made our spaces more welcoming.

**Staff Organizations** Brief remarks were heard from Jon Henley, CWA representative, and Steve Nichols, APLE representative. Both representatives expressed their congratulations to TLCPL staff for the IMLS National Medal.

**Regular Meeting June 22<sup>nd</sup>, 2023, Main Library** Mr. Johnson announced that the next regular meeting of the Board would be on Thursday, June 22<sup>nd</sup>, 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. Johnson asked for a motion to adjourn the meeting. Motion made by Mr. Alexander, seconded by Mrs. Odesky; all voted aye, motion carried.

Approved by: \_\_\_\_\_  
Dennis Johnson, President

Attested by: \_\_\_\_\_  
Sheila Odesky, Secretary

Date: June 22, 2023