

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
June 22, 2023
Main Library 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Dennis Johnson, Sheila Odesky, Jesus Salas, Kendra Smith

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 May 25, 2023, were approved on motion of Ms. Smith, seconded by Mr. Alexander; all voted aye, motion carried.

Resolution 04 – 2023 The Board unanimously adopted a Resolution of Appreciation honoring Catherine Romstadt on the motion of Mr. Johnson, seconded by Ms. Smith. Ms. Romstadt served the Library for twenty-four years. She began her career in 1999 as a Page at the Sylvania branch, becoming a Circulation Clerk in 2000 and working in several branches throughout the system. Ms. Romstadt provided cheerful and outstanding customer service, as well as serving as a mentor to her colleagues.

Executive Director’s Comments Mr. Kucsma congratulated Catherine Romstadt on her retirement, commenting on her excellent customer service even in her final work days as she helped renew his family passports last week. The Point Place branch has been a valuable resource for the area as they recover from the tornado. Lucas County JFS used the branch as a point of access, and the director is pleased that we could be a community hub when it was most needed.

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 |
|---|--|-------|
| 5/30/2023 \$50,231.42 Alexander Board | Information Technology Computer Specialist II | D |
| 6/5/2023 \$44,836.35 Emily Green | Heatherdowns Librarian I/Children's Services | 6C |
| 6/12/2023 \$17,0093 Cynthia Jones | Substitutes Substitute Librarian I | 8.1 |
| 6/12/2023 \$58,000.02 Melissa Luthman | Fact & Fiction Librarian III/Specialist Steinem Sisters Librarian | 7C |

Payroll Changes

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| Employee | From | To |
|--|--|--|
| 5/28/2023 Patrick Cook Reclassification Retro 5/14/2023 | King Road Librarian I/Teen Services APLE Gr 6C FT \$51,903.54 | King Road Librarian II/Teen Services APLE Gr 7C FT \$54,498.80 |
| 5/28/2023 Celeste Felix Transfer Red Circled | Mott Manager Regional Agencies Exempt Gr K FT \$90,919.14 | Teen Manager/Librarian V Exempt Gr H FT \$90,919.14 |
| 5/28/2023 Miramelinda Arribas-Douglas Transfer | Main SBNW Librarian III - Welcome TLC Specialist APLE Gr 7C FT \$66,152.00 | Equity, Diversity & Inclusion Librarian III - Welcome TLC Specialist APLE Gr 7C FT \$66,152.00 |
| 6/11/2023 Syedah Zunnoor Promotion | Oregon Shelver CWA Shelver Shelver \$12.3125 Hourly | Oregon Customer Service Clerk I CWA Gr 1A* LPT \$17.5023 Hourly |
| 6/11/2023 Holley Jackson Temporary Assignment | Holland Assistant Manager/Librarian IV Exempt Gr G FT \$59,972.84 | Holland Acting Manager/Librarian IV Exempt Gr G FT \$62,971.55 |

Separations

| Employee | From |
|---|---|
| 5/28/2023 Danielle Hoover Separation Retro 5/27/2023 | Kent Customer Service Clerk II CWA PT-II |
| 5/29/2023 Shaseanna Eggleston Separation | West Toledo Customer Service Clerk I CWA LPT |
| 6/9/2023 Odell Brown Separation | Facilities & Operations Custodian I CWA FT |
| 6/20/2023 Calahann Monroe Separation | Main Circulation Customer Service Clerk I CWA LPT |

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

| Event | Date | Name | Amount |
|--|--------------|--------------------------------|---------|
| Employers Association Meeting, Toledo, Ohio | May 18, 2023 | Irene Blue | \$45.00 |
| Ohio Diversity Council LGBTQ Unity Summit, Cleveland, Ohio | June 9, 2023 | Erin Baker, Lucas Camuso-Stall | \$62.00 |

| | | | |
|---|----------------------------------|---------------|------------|
| IUPUI Planned Giving, Chicago, Illinois | September 25 – 27, 2023 | Kathy Selking | \$3,045.00 |
| OLC Convention & Expo, Cincinnati, Ohio | September 27 – 29, 2023 | Irene Blue | \$1,400.00 |
| Ohio Local History Alliance & Society Archivists Annual Conference, Columbus, Ohio | October 6, 2023 | Janet Rhodes | \$402.51 |
| IUPUI Capital Campaign, Indianapolis, Indiana | November 6 – November 8, 2023 | Kathy Selking | \$3,445.00 |

Executive Session Mrs. Odesky moved that the Board, subject to Ohio Revised Code Section 121.22 (G1) regarding the employment or compensation of a Library employee, go into an Executive Session. Seconded by Mr. Alexander, all voted aye, motion carried. Mrs. Odesky asked Ricki Brisbin first to conduct a roll call. After the roll, Mrs. Odesky respectfully asked everyone to leave the room. Mr. Salas moved for approval to return to regular session, seconded by Mr. Alexander; all voted aye, motion carried. After the Executive Session was concluded, everyone was invited back into the room.

Executive Director’s Compensation The Personnel Committee met on June 14, 2023, and discussed the Executive Director’s compensation and evaluation per his Employment Agreement effective August 1, 2019. The Personnel Committee, in conjunction with the benchmarking data, recommends an increase of 12% to the Executive Director’s salary, effective June 11, 2023. Mrs. Odesky moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

Financial Report The Financial Report for the month ending May 31st, 2023, was accepted by the Board on motion of Mr. Salas, seconded by Mr. Dansack; all voted aye, motion carried.

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

| | |
|-----------------------------|----------------|
| General Fund | \$3,790,906.20 |
| Emergency Connectivity Fund | 28,700.00 |
| Building & Repair Fund | 172,673.14 |
| Capital Projects Note Fund | 34,448.56 |
| Total Health Care | 346,748.98 |
| Gift Funds | 28,615.33 |
| Trust Funds | 46,323.72 |
| FSA Custodial Funds | 0.00 |
| Dog License Custodial Funds | 13,700.00 |
| Total: | \$4,462,115.93 |

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 | | | \$29,387,205.21 |

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| | | | |
|----------------------------|-----------------|----------------|-----------------|
| STAR @ 1.77% | 2,057,309.90 | 5.34 | |
| Huntington @ 0.20% | 6,002,394.85 | 5,344,387.10 | |
| PNC | 36.00 | 0.00 | |
| May- Interest | | 54,055.70 | |
| Ending Balance | \$8,059,740.75 | \$5,398,448.14 | \$26,725,912.60 |
| <i>Breakdown of Funds:</i> | | | |
| General & Insurance Fund | \$13,905,473.15 | | |
| Building & Repair Fund | 12,756,020.49 | | |
| Gift Fund | 46,272.39 | | |
| Capital Projects Fund | 18,146.57 | | |
| | \$26,725,912.60 | | |

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

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

2024 Estimated Budget Request The Finance Committee met on June 20th, 2023, and reviewed the proposed Budget Request for 2024. This request complies with State Law and will be transmitted to the Lucas County Budget Commission on or before the July 15, 2023, deadline. Mr. Salas moved that the proposed 2024 Budget Request be adopted, seconded by Mr. Dansack; all voted aye, motion carried.

Credit Card Policy Update The Finance Committee also discussed, on June 20th, 2023, updates to the Credit Card Policy that were last updated in 2019. The minor updates were made to better align with the organizational restructuring in 2020 and the current process of the Library. Mr. Salas moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

Washington Branch Over the past year, the Library administration has searched for a suitable site to develop for the new home of Washington Branch Library. Library Administration has identified and secured the property known as 3025 Alexis Road (TD-23, Parcel #03437 and #03439, Assessor #03914071, #03914112), which contains several buildings situated on approximately 8.12 acres. This property meets the strategic objectives of the Library and aligns with the community’s evolving needs, including offering significant potential for expanding library services, improving community access, as well as creating efficiencies and cost savings for the Library. The Buildings and Grounds Committee recommended that the Board of Trustees authorize Library Administration to take necessary action to secure the acquisition of this property located at 3025 Alexis Road, Toledo, Ohio, for a total purchase price of \$2,275,000 plus required closing costs. Ohio revised code section 3375.33 and 3375.40 authorizes Public Library Boards to acquire real property. Mr. Dansack moved for approval, seconded by Mr. Salas; all voted aye, motion carried.

Property Management Company The property the Library is acquiring at 3025 Alexis Road currently has four tenants who lease building space. The Buildings and Grounds committee recommended that the Board of Trustees authorize Library Administration to interview and secure a Property Management company to manage day-to-day operations of the leased spaces and tenant relations. Mr. Salas moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

Board & Community Education Lucas Camuso-Stall, Director of Government Relations & Advocacy, gave an overview of the Library’s new Civic Literacy tool, Civic Center, which is accessible through the Library’s website at <https://www.toledolibrary.org/civics>. The goal is to help create more informed citizens in Lucas County, who vote, know who represents them, and consider themselves to be important pieces of the democratic process.

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

Regular Meeting July 27th, 2023, Main Library Mr. Johnson announced that the next regular meeting of the Board would be on Thursday, July 27th, 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. Salas, seconded by Mrs. Odesky; all voted aye, motion carried. The meeting adjourned at 9:40 a.m.

Approved by: _____
Dennis Johnson, President

Attested by: _____
Sheila Odesky, Secretary

Date: _____
July 27, 2023