

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
June 27, 2024
Main Library 8:30 a.m.**

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

Roll Call Mr. Dansack called the meeting to order at 8:30 a.m., followed by a roll call.

Minutes The minutes of the regular meeting on May 23, 2024, were approved on motion of Mr. Alexander, seconded by Mrs. Odesky; all voted aye, motion carried.

Resolution of Appreciation Karen Dean The Board unanimously approved a Resolution of Appreciation for Karen Dean on motion of Ms. Smith, seconded by Mr. Salas. Karen Dean has served TLCPL for twenty-one years. Ms. Dean began her career in 2003 as a page at Heatherdowns Branch and was promoted to Circulation Clerk in 2007. She moved to the Maumee Branch in 2019 to finish her career serving the community. Ms. Dean always displayed professionalism and hard work. The Board is grateful for her service.

Executive Director's Comments Mr. Kucsma mentioned he had just returned from annual leave with his family and expressed his appreciation for working for a library system that allows for great work-life balance. Kucsma was disappointed that he missed out on a few great events while he was away, such as the Juneteenth celebration, which was a lovely party that was well attended at Main Library on the rooftop, and the Mudhens/Walleye takeover, which over 2,000 very happy customers attended.

Mr. Kucsma presented the Emergency Response Guide for the Board to review. The guide gives instructions and details on how to deal with security and safety situations. Mike Graybeal, Jeff Sabo, and Ryan Snodgrass have worked on compiling all of the information to be in one easy-to-access place.

Mr. Kucsma referenced the Board report for a number of recent highlights. The Waterville Branch has partnered with the Maumee Senior Center to provide grab-and-go meals, regardless of income, to seniors in the community. Small Business & Non-Profit team had a grand opening for their workspace on the garage level at Main Library, which will broaden our reach to help those who want to start or grow a business. Adults with Intellectual and Developmental Disabilities have been participating in programs designed for them at Sylvania, Oregon, and Main Library, which have been welcomed and successful. Also, TLCPL has recently updated the Accessibility page on the web to provide easier access to these programs, services and related resources. The library has begun lending maneuverability kits to help those who need to reinstate their driver's license or pass their exam. Judge Michelle Wagner sponsors the program. This has been wildly popular with all kits checked out and holds at every branch that is part of the program. Lucas Camuso-Stall, along with other advocacy groups and community leaders, participated in a "fly-in" to DC—the first time an organized cohort to advocate for Greater Toledo has gone to Washington, DC. The trip was very successful and well-received by our law

and policymakers. Mike Graybeal and Lucas presented to the Citizen’s Levy Review Committee, which will vote on July 23rd.

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

Appointments

Employee Salary	Agency/Classification	Grade
5/28/2024 \$10.4500 Kylee Prater	Maumee Page Page	Step 1
5/28/2024 \$10.4500 John Rork	Heatherdowns Page Page	Step 1
6/10/2024 \$17.0093 Madison Dykema	Substitutes Substitute Librarian I Sub	8.1
6/10/2024 \$17.0093 Aya Khalil	Substitutes Substitute Librarian I Sub	8.1
6/10/2024 \$51,969.65 Bridget Lee	Heatherdowns Librarian II/Children's Services FT	7C
6/10/2024 \$20.3474 Tiegan Pupos	Substitutes Substitute Librarian II Sub	8.2
6/10/2024 \$17.0093 Cyndra Thomas	Substitutes Substitute Librarian I Sub	8.1
6/24/2024 \$17.0093 Lexus Carter-Anderson	Substitutes Substitute Librarian I Sub	8.1
6/24/2024 \$17.0093 Dakota Jenkins	Substitutes Substitute Librarian I Sub	8.1
6/24/2024 \$20.3474 Rebecca Kuhn	Substitutes Substitute Librarian II Sub	8.2
6/24/2024 \$17.0093 Kaitlyn Regulbuto	Substitutes Substitute Librarian I Sub	8.1

Payroll Changes

Employee	From	To
5/26/2024 Grace Friend Status Change/Transfer	Waterville Customer Service Clerk I CWA Gr 1A* PT - II \$18.3879 Hourly	Holland Customer Service Clerk I CWA Gr 1A* LPT \$18.3879 Hourly

5/26/2024 James Keith Transfer	Kent Customer Service Clerk I CWA Gr 1A* FT \$36,932.03	King Customer Service Clerk I CWA Gr 1A* FT \$36,932.03
5/26/2024 Hayley Lewis Status Change	West Toledo Customer Service Clerk I CWA Gr 1A* LPT \$17.8523 Hourly	West Toledo Customer Service Clerk I CWA Gr 1A* PT-II \$17.8523 Hourly
5/26/2024 Teri Pinkston Status Change	Sanger Customer Service Clerk I CWA Gr 1A* LPT \$18.3879 Hourly	Sanger Customer Service Clerk I CWA Gr 1A* PT-II \$18.3879 Hourly
6/9/2024 Lauren Howald Return to Former Position	Oregon Acting Manager/Librarian IV Exempt Gr R06 FT \$65,490.36	King Assistant Manager/Librarian IV Exempt Gr R06 FT \$62,371.73

Employee	From	To
6/9/2024 Teri Pinkston Transfer	Sanger Customer Service Clerk I CWA Gr 1A* PT-II \$18.3879 Hourly	Waterville Customer Service Clerk I CWA Gr 1A* PT-II \$18.3879 Hourly
6/9/2024 Joseph Priebe Status Change	Kent Customer Service Clerk I CWA Gr 1A* PT-II \$18.3879 Hourly	Kent Customer Service Clerk I CWA Gr 1A* FT \$35,856.41
6/23/2024 James Bennett Status Change/Transfer	Reynolds Corners Customer Service Clerk I CWA Gr 1A* PT-II \$18.9397 Hourly	Sanger Customer Service Clerk I CWA Gr 1A* FT \$36,932.42
6/23/2024 Grace Friend Status Change	Holland Customer Service Clerk I CWA Gr 1A* LPT \$18.3879 Hourly	Holland Customer Service Clerk I CWA Gr 1A* FT \$35,856.41
6/23/2024 Elizabeth Nuhfer Status Change/Transfer	Sylvania Customer Service Clerk I CWA Gr 1A* PT-II \$18.9127 Hourly	Main Circulation Customer Service Clerk I CWA Gr 1A* FT \$36,879.77
6/23/2024 Linda Smith Transfer	Sanger Customer Service Clerk II CWA Gr 2A FT \$45,195.74	Toledo Heights Customer Service Clerk II CWA Gr 2A FT \$45,195.74

Separations

Employee	From
5/30/2024 Jasiah Nelums	Main Circulation Customer Service Clerk I

Separation	CWA	FT
6/7/2024	Ready To Read	
Emily Green	Ready to Read Early Literacy Specialist	
Separation	APLE	FT
6/7/2024	Locke	
Emily Seadin	Librarian I/Youth Services	
Separation	APLE	PT-II
6/11/2024	Substitutes	
Cyndra Thomas	Substitute Librarian I	
Separation	Sub	Sub
6/21/2024	King	
Lila Johnson	Page	
Separation	Page	Page
6/30/2024	Maumee	
Karen Dean	Customer Service Clerk II	
Retirement	CWA	PT-II
7/3/2024	Oregon	
Charlize Peterson	Page	
Separation	Page !	Page
7/5/2024	King Road	
Lauren Howald	Assistant Manager/Librarian IV	
Separation	Exempt	FT

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

Travel and Training

Event	Date	Name	Amount
Together We Thrive: Dream Summit, Westerville, Ohio	May 10, 2024	Terwase Ngur	\$175.54
Narcan Training, Northwood, Ohio	June 4, 2024	Ryan Snodgrass	\$30.00
Directors Workshop Series, South Dublin, Ohio	June 5, July 1, and August 28, 2024	Terwase Ngur	\$661.00
ODC LGBTQ+ Unity Summit, Cincinnati, Ohio	June 6 – June 7, 2024	Lucas Camuso-Stall	\$624.00
Adult Services and Customer Services Conference, Westerville, Ohio	August 23, 2024	Eric Sobel	\$543.00

Unleash Your Quiet Power, Westerville, Ohio	September 11, 2024	Franco Vitella	\$442.00
Ohio GFOA Conference, Cincinnati, Ohio	September 25 – 27, 2024	Michael Grunden	\$1,204.00
Ohio Local History Alliance Annual Meeting, Columbus, Ohio	October 5, 2024	Janet Rhodes	\$256.00

Tuition Expenditures

School	Name	Amount
Valdosta State University	Cade Clem	\$500.00
University of Toledo	James Keith	\$750.00

Staff Computer, Email, and Internet Use Policy The Personnel Committee met on May 30, 2024, and discussed updated to the Staff, Computer, Email, and Internet Use Policy. The updates ensure the protection of the Library in the current state of cyber-attacks. The guidelines consider changes that have taken place since the policy was introduced and give direction regarding public records. The Personnel Committee recommended that the Board approve the updated Staff Computer, Email, and Internet Use Policy. Mrs. Odesky moved for approval, seconded by Mr. Salas; motion carried.

The complete policy is attached to these minutes.

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. Salas. Mrs. Odesky asked Ricki Brisbin to first conduct a roll call. After the roll call, Mrs. Odesky respectfully asked everyone to leave the room. Mrs. Odesky invited everyone back to the room. Mrs. Odesky made a motion to return to regular session, seconded by Mr. Alexander; motion carried. Roll call was taken.

Executive Director's Compensation and Evaluation Practices The Personnel Committee met on May 30, 2024, to discuss the Executive Director's compensation and evaluation practices per his Employment Agreement, effective August 1, 2019. To promote consistency and alignment with exempt staff increases, the Personnel Committee reviewed the Executive Director's compensation increases from the beginning of his employment contract, and it was determined that the Executive Director should receive an additional 4% increase. The Personnel Committee recommended that they approve the 4.0% base salary increase effective June 23, 2024. Mrs. Odesky moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

Financial Report The financial report for the month ending May 31, 2024, was accepted on motion of Ms. Smith, seconded by Mr. Salas; all voted aye, motion carried.

Tax Receipts

	\$19,913,320.6
Opening Balance	9
Real Property Tax	0.00
	\$
May Public Library Fund	1,677,555.72
	\$21,590,876.4
2024 Year to Date	1

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

General Fund	\$4,569,481.91
IMLS National Medal Fund	\$20,000.00
Building & Repair Fund	85,726.34
Capital Projects Note Fund	0.00
Total Health Care	416,863.15
Gift Funds	4,098.23
Trust Funds	2,155.33
FSA Custodial Funds	13,734.69
Dog License Custodial Funds	5,425.00
Total:	\$5,117,484.65

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$24,475,623.79
STAR	845.31	23,440.00	
Huntington	3,435,538.77	1,774,847.60	
PNC	41.00	0.00	
May- Interest		50,814.73	
		\$1,849,102.3	
Ending Balance	\$3,436,425.08	3	\$22,888,301.04
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 13,206,705.81		
Building & Repair Fund	9,563,043.72		
Gift Fund	108,964.02		
Capital Projects Fund	9,587.49		
	\$22,888,301.04		

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

Opening Balance	\$119,982.11
No Activity	

Ending Balance \$0.00 \$0.00 \$119,982.11

2025 Estimated Budget Request The Finance Committee reviewed the proposed Budget Request for 2025. The request complies with State Law and must be transmitted to the Lucas County Budget Commission on or before July 15, 2024. Mr. Salas moved for the 2025 Budget Request to be adopted, seconded by Ms. Smith; all voted aye, motion carried.

Resolution 08 – 2024 Approving Evaluation Committee, Selection Coordinator, and Authorizing Construction Manager at Risk Procurement Process The Buildings and Grounds Committee met with Library Administration on June 24, 2024, to discuss the Construction Manager at Risk (CMR) delivery method for the construction of the new Washington Branch campus. The Buildings and Grounds Committee recommended the approval of the process. It was also necessary for the Board to approve the creation of an Evaluation Committee and name a Selection Coordinator as stewards of the procurement process. Administration recommended Mike Graybeal as Selection Coordinator and Jason Kucsma, Kathy Selking, and Andrea Francis as members of the Selection Committee. Bricker Graydon will serve as nonvoting construction legal counsel and Bostwick Design Group as nonvoting design advisors. Mr. Alexander moved for approval, seconded by Ms. Smith, a roll call vote was taken, all voted aye.

The complete resolution is attached to these minutes.

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

Regular Meeting July 25, 2024, Main Library Mr. Dansack announced that the next regular meeting of the Board would be on Thursday, July 25, 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. Alexander, seconded by Ms. Smith; all voted aye, meeting adjourned at 9:04 a.m.

Approved by: _____
Michael Dansack, President

Attested by: _____
Sheila, Odesky, Vice President

Date: July 25, 2024