

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

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

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

Minutes The minutes of the regular meeting on June 27, 2024, were approved on motion of Ms. Smith, seconded by Mr. Alexander; all voted aye, motion carried.

Executive Director's Comments Things do not slow down at TLCPL during the summer! We are in the final stretch for Summer Read and its programs. Over 14,000 have signed up this year so far, with 3,000 already completing the challenge for prizes and other milestones. Concerts on Wednesdays at Main Library continue to be very popular. Marc Brown, author of the Arthur Aardvark book series, will be doing a program at Main Library and will be featured at Books, Boots, and Bowties, the annual fundraiser for the Dolly Party Imagination Library. We reached a milestone for the Bond Issue with Lucas County Commissioners advancing our issue to the Board of Elections. As part of the Library's work to keep everyone informed, there will be a Management Team meeting today to help walk everyone through the ins and outs of ballot education. We will also share those resources with the Board to prepare you for any questions. The ballot will be crowded this year, but the Library has a strong story. It has been nearly thirty years since TLCPL has gone to the voters to ask for public support. Please stop by the gallery to see the current exhibit by MidStory, the *Colors of Climate Change*. This was possible through a grant they received to use multimedia and data for storytelling. This Saturday, there will be a public forum with local journalists and a reception for the exhibit closing.

Reference & Informational Services Policy The Community Relations and Services Committee met on July 22, 2024, to review the Reference & Informational Services Policy. The principles in this policy already guide staff in delivering reference services to our community. This incorporates them into a formal policy to standardize service and set expectations. The principles are based on the American Library Association Code of Ethics and the TLCPL standards outlined in the Behavior Expectations and Underlying Beliefs in the Library's Strategic Roadmap. Mr. Jordan motioned for approval, seconded by Mr. Salas; all voted aye, motion carried.

The complete policy is attached to these minutes.

Policy Updates: Meeting Rooms, Photography/Videography, and Social Media The Community Relations and Services Committee discussed minor changes to the meeting rooms, photography/videography, and social media policies on July 22, 2024. These three policies are interdependent, and the changes made include commercial restrictions, changing the name from "Community Rooms" to "Meeting Rooms," and adding ALA-recommended language about platform policies and comments. Mr. Jordan moved for approval, seconded by Mr. Salas; all voted aye, motion carried.

The complete policies are attached to these minutes.

Media Policy The Community Relations and Services Committee also discussed the media policy on July 22, 2024. This new policy provides more detailed guidance for visiting media at our locations and events. It also provides parameters for community groups who invite the media to events in our meeting rooms. Mr Jordan moved for approval, seconded by Ms. Hauser; all voted aye, and the motion carried.

The complete policy is attached to these minutes.

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

Appointments

Employee	Agency/Classification	Grade
Salary		
None		

Payroll Changes

Employee	From	To
7/7/2024 Unique Britton	Maumee Assistant Manager/Librarian IV	King Assistant Manager/Librarian IV
Transfer	Exempt FT	Gr R06 \$73,409.31
7/7/2024 Abby Byers	Oregon Manager/Librarian VII	Locke Librarian II/Youth Services
Classification & Status Change/Transfer	Exempt FT	Gr R08 \$69,895.22
7/7/2024 Marian Delffs Status Change	Sylvania Customer Service Clerk I CWA LPT	Sylvania Customer Service Clerk I CWA PT-II
	Gr 1A* \$18.9397 Hourly	Gr 1A* \$18.9397 Hourly
7/7/2024 Amy Doughty Status Change/Transfer	Lagrange Customer Service Clerk I CWA LPT	Reynolds Corners Customer Service Clerk I CWA PT-II
	Gr 1A* \$17.8524 Hourly	Gr 1A* \$17.8524 Hourly
7/7/2024 Megan Gankosky Transfer	Toledo Heights Manager/Librarian V Exempt FT	Mott Manager/Librarian V Exempt FT
	Gr R08 \$72,690.54	Gr R08 \$72,690.54
7/7/2024 Holley Jackson Transfer	Mott Manager/Librarian VII Exempt FT	Toledo Heights Manager/Librarian VII Exempt FT
	Gr R08 \$69,895.22	Gr R08 \$69,895.22
7/7/2024	West Toledo	Maumee

Hayley Lewis Status Change/Transfer	Customer Service Clerk I CWA Gr 1A*	Customer Service Clerk I CWA Gr 1A*
	PT-II \$17.8523 Hourly	PT-II \$17.8523 Hourly
7/7/2024 Erin McGuire Promotion/Transfer	Holland Customer Service Clerk I CWA Gr 1A*	Birmingham Librarian I/Youth Services CWA Gr 6C
	LPT \$17.8523 Hourly	PT-II \$23.4529 Hourly
7/7/2024 Lisa Vineyard Status Change/Transfer	Main Circulation Customer Service Clerk I CWA Gr 1A*	Kent Customer Service Clerk I CWA Gr 1A*
	LPT \$17.8523 Hourly	PT-II \$17.8523 Hourly

Separations

Employee 7/19/2024 Cynthia Arias	From Washington Supervisor Circulation Services III
Separation	Exempt FT
7/19/2024 Ryan Dunn Separation Retro 06/26/2023	Substitutes Substitute Librarian II Sub Sub

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

Travel and Training

Event	Date	Name	Amount
Compliance Luncheon, Northwood, Ohio	July 9, 2024	Ryan Snodgrass	\$30.00
Breakfast with the Experts: Overlooked Industrial Hygiene Hazards, Maumee, Ohio	July 17, 2024	Ryan Snodgrass	\$25.00
TMACOG Summer General Assembly, Perrysburg, Ohio	July 24, 2024	Lucas Camuso-Stall, Jason Kucsma	\$40.00
Society of American Archivists Conference, Chicago, Illinois	August 14 – August 17, 2024	Janet Rhodes	\$1967.00
Teen Think Tank	September 13, 2024	Julia Dawson	\$235.00

Tuition Expenditures

School	Name	Amount
The University of Alabama	Elizabeth Nuhfer	\$1500.00
Emporia State University	Juliette Hebert	\$500.00
Owens Community College	Leigh Dorr	\$1500.00

Financial Report The financial report for the month ending June 30, 2024, was accepted on motion of Mr. Salas, seconded by Mr. Jordan; all voted aye, motion carried.

Tax Receipts

Opening Balance	\$21,590,876.41
Real Property Tax	
June Public Library Fund	\$ 1,793,569.19
2024 Year to Date	\$23,384,445.60

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

General Fund	\$3,292,559.44
Emergency Connectivity Fund	
Building & Repair Fund	85,554.09
Capital Projects Note Fund	2,250.00
Total Health Care	420,786.02
Gift Funds	7,179.80
Trust Funds	490.37
FSA Custodial Funds	14,753.61
Dog License Custodial Funds	5,500.00
Total:	\$3,829,073.33

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$22,888,301.04
STAR @ 1.77%	2,250.00		
Huntington @ 0.20%	3,712,600.81	2,001,229.46	
PNC	41.00		
June - Interest		48,634.46	
Ending Balance	\$3,714,891.81	\$2,049,863.92	\$21,223,273.15
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 11,581,785.29		
Building & Repair Fund	9,553,639.15		
Gift Fund	80,470.50		

Capital Projects Fund 7,378.21
 \$21,223,273.15

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$119,982.11
No Activity	119,982.11	122,421.38	
Ending Balance	\$119,982.11	\$122,421.38	\$122,421.38

Resolution 09 – 2024 Washington Branch Architect Agreement In February, the Board approved the Architect Agreement with Bostwick Design Partnership, Inc., which authorized compensation and Basic Services for Scope Definition, Pre-Design, and Programming. The Board-approved agreement also authorized the option to request a price proposal from Bostwick for the remaining design and construction phase design professional services for the Project or a portion or phase of the Project. Since then, the Library Administration has solicited a price proposal from Bostwick for Basic Services, which includes full design and construction services for Phase 1A, which is centered around the new Washington Branch Library. In consultation with the Library Administration, the Building and Grounds Committee recommended that the Board approve compensation for such Basic Services in the amount not to exceed \$1,810,000, which includes a stipulated sum of \$1,760,000 for all Basic Services of phase 1A and up to \$50,000 for reimbursable expenses associated with phase 1A. Additionally, the Building & Grounds Committee recommended that the Board approve a contingency that does not exceed \$40,000 for minor changes to the scope. Mr. Alexander moved for approval, seconded by Ms. Smith. A roll call vote was taken; all voted aye. Resolution approved.

The complete resolution is attached to these minutes.

Board and Community Education Kathy Selking, Director of Development, Affinity, and Events, gave an overview of the successful events that have taken place at Main Library this year. Authors! events have also continued to gain attendance numbers since they have returned to being in person after the pandemic. Takeovers from community partners such as the Metroparks, the Toledo Walley, and Mud Hens have been wildly popular with our customers.

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

Regular Meeting August 22, 2024, Main Library Mr. Dansack announced that the next regular meeting of the Board would be on Thursday, August 22, 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. Hauser; all voted aye, meeting adjourned at 9:15 a.m.

Approved by: _____
Michael Dansack, President

Attested by: _____
Keith Jordan, Secretary

Date: August 22, 2024