

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

**Present** Micheal Alexander, 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.

**Resolution 05 – 2023** The Board unanimously adopted a Resolution of Appreciation for David McCrary. Mr. McCrary served the Library for over thirty years, beginning in 1993 as a Custodian at the Maumee Branch. His work has been felt throughout the system during his time at the Library. He has been a valuable asset to the library, providing outstanding custodial and facilities service. Motion for approval by Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

**Executive Director’s Comments** Mr. Kucsma congratulated Dave McCrary on his retirement and the example of how staff members come and do incredible work for decades. Kucsma thanked all the staff and trustees as he returned from joining the other National Medal Winners in the White House. It was a surreal moment for him to accept the award on TLCPL’s behalf, and you can see in the photos that he never stopped smiling from ear to ear. It was a remarkable reception with the other winners and library leaders, and Kucsma mentioned how colleagues from around the country had a lot of great things to say about TLCPL.. Once the medal arrives, we will have it on display along with the proclamations received near the atrium in Main Library. The Development, Affinity, and Events department will present their work as a complement to the robust public services here at the Library. It is an excellent example of why we won the National Medal. This has been a busy summer, with Summer Read going gangbusters and the Ability Center Takeover bringing nearly 1,000 visitors to Main Library last weekend. Summer gardens have been flourishing at branches. The Juneteenth celebration was a great event in partnership with Toledo’s NAACP chapter. In collaboration with the city of Toledo, the Library has also been a part of the Welcome In My Back Yard (WIMBY) pledge, distributing signs. On August 10<sup>th</sup>, we will host a breakfast with legislators, and trustees are invited. Mr. Salas commented that all of the great work being done is being noticed by ULC, and they are very impressed.

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

**Appointments**

<b>Employee Salary</b>	<b>Agency/Classification</b>	<b>Grade</b>
6/26/2023 \$17.5023	Main Circulation	1A*
Evelyn Cherry	Customer Service Clerk I	
6/26/2023 \$17.5023	Birmingham	1A*

Patricia Kowalski	Customer Service Clerk I	
6/26/2023 \$17.5023	Mott	1A*
Alayalyn Marlow-Jackson	Customer Service Clerk I	
6/26/2023 \$20.3474	Substitutes	Substitute 8.2
Erin Pearson	Substitute Librarian II	
6/26/2023 \$17.5023	Locke	1A*
Alaina Riojas	Customer Service Clerk I	
6/26/2023 \$17.5023	Main Circulation	1A*
Lisa Vineyard	Customer Service Clerk I	
7/10/2023 \$17.5023	Washington	1A*
Triana Collier	Customer Service Clerk I	
7/10/2023 \$17.5023	Holland	1A*
Nancy Fenchel	Customer Service Clerk I	
7/10/2023 \$17.5023	West Toledo	1A*
Hayley Lewis	Customer Service Clerk I	
7/10/2023 \$17.5023	Holland	1A*
Erin McGuire	Customer Service Clerk I	
7/10/2023 \$34,129.49	Main Circulation	1A*
Cassandra Scouten	Customer Service Clerk I	
7/24/2023 \$10.1000	Waterville	Step 1
Noel Anderson	Page	
7/24/2023 \$10.1000	Shelvers Main	Step 1
Lea Froelich	Page	
7/24/2023 \$10.1000	Birmingham	Step 1
Nikoleta Papadopoulos	Page	
7/24/2023 \$10.1000	Washington	Step 1
Darla Pratt	Page	
7/24/2023 \$10.1000	Mott	Step 1
Amirah Reed	Page	

### Payroll Changes

Employee	From	To
6/25/2023 John Barry	Sylvania Shelver	Sanger Shelver

Transfer	CWA Shelver	Gr Shelver \$12.5516 Hour	CWA Shelver	Gr Shelver \$12.5516 Hourly
6/25/2023 Olivia Ellison Classification Change/ Transfer	Heatherdowns Page Page Page	Gr Page 1 \$10.1000 Hourly	Holland Customer Service Clerk I CWA LPT	Gr 1A* \$17.5023 Hourly
<b>Employee</b>	<b>From</b>		<b>To</b>	
6/25/2023 Jade Garcia Increment	King Road Page Page Page	Gr Page 1 \$10.1000 Hourly	King Road Page Page Page	Gr Page 2 \$10.6000 Hourly
6/25/2023 Abigail McLinden Promotion/Transfer	Washington Page Page Page	Gr Page 1 \$10.0000 Hourly	Main Circulation Customer Service Clerk I CWA FT	Gr 1A* \$34,129.58
6/25/2023 Joseph Priebe Status Change	Kent Customer Service Clerk I CWA LPT	Gr 1A* \$17.5023 Hourly	Kent Customer Service Clerk I CWA Part-time II	Gr 1A* \$17.5023 Hourly
6/25/2023 Alisa Warton Increment	King Road Page Page Page	Gr Page 1 \$10.1000 Hourly	King Road Page Page Page	Gr Page 2 \$10.6000 Hourly
7/9/2023 Jennipher McConnell Status Change	Sylvania Customer Service Clerk II CWA PT-II	Gr 2 \$22.7228 Hourly	Sylvania Customer Service Clerk II CWA FT	Gr 2 \$44,309.46
7/9/2023 Stacey Quinn Transfer	Mott Customer Service Clerk I CWA LPT	Gr 1A* \$17.5023 Hourly	Washington Customer Service Clerk I CWA LPT	Gr 1A* \$17.5023 Hourly
7/9/2023 Alisa Warton Promotion	King Road Page Page Page	Gr Page 2 \$10.6000 Hourly	King Road Customer Service Clerk I CWA LPT	Gr 1A* \$17.5023 Hourly
7/23/2023 Trinity Enoch Increment	Holland Page Page Page	Gr Step 1 \$10.1000 Hourly	Holland Page Page Page	Gr Step 2 \$10.6000 Hourly
7/23/2023 Syedah Zunnoor Status Change	Oregon Customer Service Clerk I CWA LPT	Gr \$17.5023 Hourly	Oregon Customer Service Clerk I CWA FT	Gr 1A* \$34,129.49

## Separations

**Employee**                      **From**

6/28/2023 Kyle Ward Separation	Facilities & Operations Maintenance Technician CWA FT
6/30/2023 Catherine Romstadt Retirement	Sylvania Customer Service Clerk II CWA FT
7/7/2023 Jennifer Lyssen Separation	Kent Customer Service Clerk I CWA LPT
7/7/2023 Alayalyn Marlow- Jackson Separation	Mott Customer Service Clerk I CWA LPT

<b>Employee</b>	<b>From</b>
7/8/2023 Brenna Rigsby Separation	Oregon Customer Service Clerk I CWA FT
7/14/2023 Julia Koppinger Separation	Substitute Substitute Librarian II Sub Sub
7/15/2023 Kim Penn Retirement	Main Teen Manager/Librarian V Exempt FT
7/20/2023 Patricia Kowalski Separation	Birmingham Customer Service Clerk I CWA LPT
7/21/2023 Lisa Green Separation	Oregon Manager/Librarian VII Exempt FT
7/24/2023 Jessica Bernal Separation Retro 07/14/2022	Substitutes Substitute Librarian I SUB SUB
7/31/2023 David McCrary Retirement	Maumee Custodian II CWA FT

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

Event	Date	Name	Amount
ALA Conference Chicago, Illinois	June 22 – June 27, 2023	Angela Bronson	\$381.95
IMLS 2023 National Medal Ceremony Washington, DC	July 16 – July 18, 2023	Nancy Eames	\$1,235.00

State Personnel Board of Review Conference Columbus, Ohio	August 10, 2023	Sheryl Grauman	\$587.43
OLC Convention & Expo	September 27 – 29, 2023	Abby Byers	\$1452.00
Ohio GFOA Conference Cleveland, Ohio	October 11 – 13, 2023	Dana Allee, Michael Grunden	\$2,804.00

**Financial Report** The Financial Report for the month ending June 30<sup>th</sup>, 2023, was accepted by the Board on motion of Mrs. Odesky, seconded by Ms. Smith; all voted aye, motion carried.

**Tax Receipts**

Opening Balance	\$22,387,433.20
Real Property Tax	0.00
June Public Library Fund	\$ 1,917,797.19
2023 Year to Date	\$24,305,230.39

**Vouchers Approved** The Board approved payment of the following schedule of vouchers for June 2023 on motion of Mr. Salas, seconded by Mrs. Odesky; all voted aye, motion carried.

General Fund	\$4,041,686.10
Emergency Connectivity Fund	0.00
Building & Repair Fund	109,081.93
Capital Projects Note Fund	5,100.01
Total Health Care	387,576.43
Gift Funds	0.00
Trust Funds	41,260.57
FSA Custodial Funds	0.00
Dog License Custodial Funds	7,025.00
Total:	\$4,591,730.04

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$26,725,912.60
STAR @ 1.77%	3,005,100.01	0.00	
Huntington @ 0.20%	2,424,143.98	4,554,154.31	
PNC	36.00	0.00	
June - Interest		40,101.66	
		\$4,594,255.9	
Ending Balance	\$5,429,279.99	7	\$25,890,888.58
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 13,177,941.63		
Building & Repair Fund	12,653,506.61		
Gift Fund	46,317.53		

Capital Projects Fund	13,122.81
	\$25,890,888.58

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

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

**Acceptance of LSTA ILEAD Grant** The Library has been awarded a grant of \$3000 for the ILEAD Digital Community Archiving resource-sharing project. The Finance Committee recommended that the Board accept the grant and establish the LSTA ILEAD Digital Resource Sharing Fund. Mr. Salas moved for approval, seconded by Mrs. Odesky; all voted aye, motion carried.

**Acceptance of the 2023 National Medal for Museum and Library Services Award** As a 2023 National Medal for Museum and Library Service Award recipient, the Library will also receive a \$10,000 award to assist the Library in continuing our work in providing public service through innovative programs and active partnerships that address the changing needs of our community. The Finance Committee recommended that the Board accept the award and establish the National Award Fund. Mr. Salas moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

**Increase the 2023 Annual Appropriation Schedule and Increase Revenue Budget** The Board increased the 2023 Revenue Budget and Annual Appropriations schedule as listed below to accommodate the purchase of 3025 Alexis Road and the LSTA ILEAD Community Archiving Grant. Motion made by Mr. Salas, seconded by Mr. Alexander; all voted aye, motion carried.

Increase the 2023 Annual Appropriations Schedule:

201.118.52110	Office/Admin Supplies	\$400.00
201.118.53790	Other Professional Services	\$2,600.00
401.000.53780	Banking	\$114,000.00
401.000.55110	Land	\$1,410,500.00
401.000.55310	New Building	\$864,500.00
401.000.55410	Building Improvements	\$411,000.00
401.000.55910	Other Capital Outlay	\$50,000.00
401.000.53750	Legal Services	\$150,000.00

Increase the 2023 Revenue Budget:

201.000.42110	Federal Restricted Grant	\$3,000.00
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**Branch Interior Improvement Projects** The Library received sealed bids for the Branch Interior Improvement projects. This project includes interior improvements at Birmingham, holland, Kent, King, and West Toledo. There were three responsive bidders.

Midwest Contracting	\$653,475
The Spieker Company	\$657,100
Rudolph Libbe	\$742,086

The Building and Grounds Committee recommended that the Board approve the lowest responsive bidder, Midwest Contracting, at \$653,475 as well as an additional 10% (\$65,348) to manage minor change orders. Mr. Alexander moved for approval, seconded by Mr. Salas; all voted aye, motion carried.

**Access Control Project** The Library received sealed bids for the Main Library access control replacement project. The access control at Main library is past its useful life and needs replacement. There were two responsive bidders.

Kreighoff-Lenawee	\$469,635
Midwest Contracting	\$590,735

The Buildings and Grounds Committee recommended the Board approve the lowest responsive bidder, Kreighoff-Lenawee, at \$469,635 as well as an additional 10% (\$46,964) to manage minor change orders that retrofit projects typically incur. Mr. Alexander moved for approval, seconded by Mrs. Odesky; all voted aye, motion carried.

**Parking Lot Replacement Projects** The Library received sealed bids for the Kent, Sanger, and Reynolds Corners parking lot asphalt replacement project. These three branch parking lots are heavily degraded and require replacement. There were two responsive bidders.

Geddis Paving and Excavating	\$520,817
Henry W. Bergman, Inc.	\$526,316.01

The Buildings and Grounds Committee recommended the Board approve the lowest responsive bidder, Geddis Paving and Excavating, at \$520,817 as well as an additional 10% (52,082) to manage minor change orders that parking projects typically incur. Mr. Alexander moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

**Board & Community Education** Kathy Selking, Director of Development, Affinity, and Events, introduced staff members Brandy Cranon-Wyatt, Administrative Assistant, Kassidie Lape-Wood, Events Coordinator, and Talena Reynolds, Affinity Coordinator. Each staff member gave an overview of how their work supports TLCPL.

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

**Board President Comments** Dennis Johnson, Board President, on behalf of the Board of Trustees, stated how grateful they were to the staff for the outstanding work they have

done for the community to win the National Medal for Library and Museum Services. He extended his congratulations to all of the staff on behalf of the Board.

**Regular Meeting August 24<sup>th</sup>, 2023, Main Library** Mr. Johnson announced that the next regular meeting of the Board would be on Thursday, August 24<sup>th</sup>, 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 Ms. Smith, seconded by Mr. Salas; all voted aye, motion carried. The meeting adjourned at 9:10 a.m.

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

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

Date: \_\_\_\_\_  
September 28, 2023