

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
August 22, 2024
Main Library 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Lori Hauser, Sheila Odesky, 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 July 25, 2024, were approved on motion of Mr. Alexander, seconded by Ms. Smith; all voted aye, motion carried.

Resolution of Appreciation Kathleen Macke The Board unanimously approved a Resolution of Appreciation for Kathleen Macke on motion of Mr. Salas and seconded by Mrs. Odesky. Ms. Macke has served TLCPL for twenty-four years, beginning in 2000 as a Page at Heatherdowns Branch Library. She then served as a Circulation Clerk at Maumee, Point Place, Toledo Heights, Lagrange, and Waterville Branches. She was promoted to Technical Services Clerk in 2017, where she completed her Library career. Ms. Macke continually met the highest expectations of her position. The Board thanks her for her service to TLCPL and the community.

Executive Director's Comments Mr. Kucsma congratulated Ms. Macke on her retirement and was inspired by all her colleagues who attended today and will miss her. Twenty-four years is an impressive time at the Library. Kucsma invited everyone to join the Family Pride, event on the North Lawn, presented by the LGBTQ+ inclusion work group. This event includes partners in the community, such as Metroparks and TMA. We expect over one hundred people, a precursor to the Pride Parade on Saturday. You will find the Bond Issue FAQ in your Board Packets, which has helpful information when you receive questions. Lucas Camuso-Stall, Director of Government Relations and Advocacy, has taught staff on the issue. This aids staff in helping inform their community stakeholders without actively advocating for the issue as public employees. As board members, you can be ambassadors for the library about those same questions. Also included in your board packet is a one-sheet on the Facilities Master Plan that provides an overview. Kucsma had some unfortunate news: the Wi-Fi hot spot program has begun to be phased out. This had been funded by the Federal Emergency Connectivity Fund for the last two years. It is very costly to sustain the program without this funding, and the Library ensured that community members had plenty of information and advanced notice about the ramping down of service. It is frustrating, as this popular program has resulted in 11,500 hot spots circulating over the last two years. The E-Rate program will soon cover wifi hotspots as part of its reimbursement program in 2025, and the Library is already planning for the possibility of bringing the hotspots back at that point. TLCPL recently received a \$500,000 Brownfield grant that will help with the cleanup of the Alexis Road property. The Director of Inclusion and Engagement position has been posted.

Employment Report The Employment Report was accepted on motion of Ms. Smith, seconded by Ms. Hauser; all voted aye, motion carried.

Appointments

Employee	Agency/Classification	Grade
Salary		
7/24/2024	Public Safety	Ungraded
\$30.0000		
Jacob Peacock	Public Safety Officer Security	

Payroll Changes

Employee	From	To
8/4/2024	Waterville	Waterville
Noel Anderson	Page	Page
Scheduled	Page Gr Step 1	Page Gr Step 2
Increment	Page \$10.4500 Hourly	Page \$10.9500 Hourly
8/4/2024	Birmingham	Oregon
Brooke Cox	Manager/Librarian V	Manager/Librarian V
Transfer	Exempt Gr R08	Exempt Gr R08
	FT \$77,094.42	FT \$77,094.42
8/4/2024	Shelvers Main	Shelvers
Lea Froelich	Page	Main
Scheduled Increment	Page Gr Step 1	Page Gr Step 2
	Page \$10.4500 Hourly	Page \$10.9500 Hourly
8/4/2024	Oregon	Children's Library
Lindsey Stockdale	Librarian I/Children's Services	Librarian I/Children's
Temporary Transfer	APLE Gr 6C	APLE Gr 6C
	FT \$48,019.73	FT \$48,019.73
8/4/2024	Waterville	Birmingham
Peter Wicks	Assistant Manager/Librarian	Acting Manager IV
Acting Status	IV Exempt Gr R06	Exempt Gr R06
	FT \$74,201.79	FT \$77,911.86
8/18/2024	Mott	Lagrange
Anthony Laffartha-	Customer Service Clerk I	Customer Service Clerk I
Stockdale		
Transfer	CWA Gr 1A*	CWA Gr 1A*
	LPT \$17.8524 Hourly	LPT \$17.8524 Hourly
8/18/2024	Oregon	Oregon
Emily Spencer	Page	Page
Scheduled Increment	Page Gr Page 1	Page Gr Page 2
	Page \$10.4500 Hourly	Page \$10.9500 Hourly

Separations

Employee	From
7/31/2024	Human Resources

Rhonda Chillus Separation	Coord. of Organizational Development Exempt FT
8/5/2024	Mott
Tara Flaherty Separation	Page Page Page
8/7/2024	Main Circulation
Courtney Rowland Separation	Customer Service Clerk I CWA FT
8/12/2024	Communications, Design, & Analytics
Samantha Heinze Separation	Data and Web Solutions Architect Exempt FT
8/19/2024	Holland
Olivia Raczkowski Separation	Customer Service Clerk I CWA LPT
8/23/2024	Heatherdowns
John Rork Separation	Page Page Page
8/31/2024	Facilities & Operations
Anthony Mildon Separation	Maintenance Technician CWA FT
9/6/2024	Tech Services
Kathleen Macke Retirement	Clerk IV CWA FT

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

Event	Date	Name	Amount
Library Leadership Ohio, Newark, Ohio	July 23 – 25, 2024	Jessica Hoffer	\$230.00
Women’s Equality Day, Toledo, Ohio	August 26, 2024	Jenny Barlos, Unique Britton, Brooke Cox, Jacey Duffer, Kassidie Hanthorn, Aeisha Hearn, Talena Reynolds, Kathy Selking	\$500.00
NEO – RLS Back to the Book, Twinsburg, Ohio	September 26, 2024	Allison Fiscus	\$206.30
Collection HQ – The Collection Connection, Dayton, Ohio	September 26, 2024	Kristie Lanzotti	\$201.00

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

Tax Receipts

Opening Balance	\$23,384,445.60
Real Property Tax	1,500,000.00
July Public Library Fund	\$ 1,801,276.11
2024 Year to Date	\$26,685,721.71

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

General Fund	\$3,745,547.26
Building & Repair Fund	93,517.42
Capital Projects Note Fund	0.00
Total Health Care	446,306.69
Gift Funds	1,870.59
Trust Funds	1,555.37
FSA Custodial Funds	6,692.23
Dog License Custodial Funds	4,150.00
Total:	\$4,299,639.56

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$21,223,273.15
STAR @ 1.77%			
Huntington @ 0.20%	4,062,694.19	3,203,298.97	
PNC	41.00		
July - Interest		50,102.57	
Ending Balance	\$4,062,735.19	\$3,253,401.54	\$20,413,939.50
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 10,910,094.03		
Building & Repair Fund	9,419,368.65		
Gift Fund	77,065.05		
Capital Projects Fund	7,411.77		
	\$20,413,939.50		

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$122,421.38
No Activity			
Ending Balance	\$0.00	\$0.00	\$122,421.38

Modification of the Revenue Budget and Appropriations Budget Library Administration asked the board to make the following adjustments to the 2024 Revenue Budget and Annual Appropriations Budget for the following items:

Reduce the 2024 Revenue Budget by:

General Fund (101) \$(472,500.00)

Increase the 2024 Revenue Budget by:

Trust Fund (800's) \$195.29

Reduce the 2024 Annual Appropriations Budget by:

General Fund (101) \$(432,500.00)

Increase the 2024 Annual Appropriations Budget by:

Trust Fund (800's) \$813.18

Mr. Salas made a motion for approval, seconded by Mr. Alexander; all voted aye, motion carried.

Resolution 10 – 2024 Construction Manager-At-Risk The Board of Trustees determined that it is in the Library’s best interest to use the construction manager at risk (“CMR”) delivery model for the construction of the new Washington Branch Library project. Additionally, the Board approved the creation of an Evaluation Committee and Selection Coordinator as stewards of the CMR procurement process, with Bricker Graydon serving as nonvoting construction legal counsel and Bostwick Design Group serving as nonvoting design advisors.

Pursuant to the Request for Proposal for CMR services issued by the Selection Coordinator, the Evaluation Committee evaluated two pricing proposals received as one shortlisted firm withdrew from consideration before submitting a proposal. The Evaluation Committee interviewed the two firms that submitted proposals, ranked the short-listed firms to determine the best-value CMR firm based upon criteria consistent with Ohio Administrative Code 153:1-6-01, and recommends to the Board that The Lathrop Company, Inc. is the best-value CMR firm with Rudolph Libbe Group ranked second.

The Building and Grounds Committee recommended that the Board approve and award the CMR agreement, pending successful negotiations, to the Lathrop Company, Inc. for preconstruction services in the amount of \$44,750, with future phases to be authorized by a separate resolution and amendment. Mr. Salas made a motion for the resolution, seconded by Mrs. Odesky. A roll call vote was taken, all voted aye.

The complete resolution is attached to these minutes.

Washington Branch Architect Update Rick Ortmeyer, Partner, Bostwick Design, presented an update and overview of the new Washington Branch design scope and process. Mr. Ortmeyer also reviewed the next steps in the process and a short outline of the next few months.

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

Regular Meeting September 19, 2024, Main Library Mr. Dansack announced that the next regular meeting of the Board would be on Thursday, September 19, 2024, at 8:30 a.m. at Mai 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 Mrs. Odesky, seconded by Mr. Salas; all voted aye, meeting adjourned at 9:27 a.m.

Approved by: _____
Michael Dansack, President

Attested by: _____
Sheila Odesky, Vice President

Date: September 26, 2024