

**Toledo Lucas County Public Library  
Minutes of Board of Trustees Meeting  
September 22, 2022  
Main Library 8:30 a.m.**

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

**Roll Call** The meeting was called to order by Mr. Salas at 8:30 a.m. followed by roll call.

**Minutes** The minutes of the regular meeting August 25, 2022, were approved on motion of Mr. Johnson, seconded by Mr. Alexander; all voted aye, motion carried.

**Resolution 06-2022** The Board unanimously adopted a Resolution of Appreciation honoring Michael Brighton on motion of Ms. Smith, seconded by Mr. Dansack. Mr. Brighton served TLCPL for twenty-two years providing essential service in his career as a Custodian. Mr. Brighton’s two decades of service helped keep the Library clean for all to use and enjoy. Mr. Brighton always embodied TLCPL values and was part of team and individual spotlight awards for going above and beyond.

**Executive Director’s Comments** Mr. Kucsma congratulated Michael Brighton on his retirement. His work is perfect example of how work from all classifications at the library make the system shine the way it does. Included in the Board Packet today is a letter from Jennie Matuska about the Reading Buddies program, that is done in partnership with St. Francis de Sales High School. This program was also highlighted on the cover of their alumni magazine. Ms. Matuska described the growth her twins had made through the program and thanked the Reading Buddies. Mr. Kucsma read an excerpt from the letter describing the progress that Ms. Matuska’s daughter had made. The Ohio Library Council Convention and Expo is being held here in Toledo this year. Thank you to everyone in involved from TLCPL who have worked on organizing and the logistics. There will be a reception and party where we will show off Main Library to colleagues from around Ohio. Collins Onyia, a Computer Specialist at the Library, was the guest speaker at the naturalization ceremony held at the University of Toledo on Friday, September 16<sup>th</sup>. Mr. Onyia spoke about his journey from Nigeria to becoming a U.S. citizen. Mr. Kucsma gave a quick report from the Friends of the Library Levy campaign. Yard signs have begun going out to locations and a distribution gathering will be held on Saturday, September 24<sup>th</sup>. There are signs available in the lobby of Main Library.

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

**Appointments**

Employee	Agency	Grade	Salary	Date
Martha Farrell	Main Shelves	Step 1	\$9.5000	08/22/2022

**Payroll Changes**

Employee	From	To
08/21/2022	Lagrange	Lagrange
Lauren Howald	Librarian I/Teen Services	Librarian II/Teen Services

Reclassification	APLE	Gr 6C	APLE	Gr 7C
	FT	\$47,992.23	FT	\$50,391.71
09/04/2022	Heatherdowns		South	
Laura Owen	Librarian II/Children's Services		Librarian II/Youth Services	
Classification Change/Transfer	APLE	Gr 7B	APLE	Gr 7B
Transfer	FT	\$57,263.70	FT	\$57,263.70
09/04/2022	Communications & Marketing		Communications & Marketing	
Lisa Schmidt	Graphic Designer		Creative Manager	
Promotion	APLE	Gr 6A	Exempt	Gr K
	FT	\$64,677.80	FT	\$83,779.02
09/04/2022	Sanger		Holland	
Georgina Sanchez Brown	Customer Service Clerk I		Customer Service Clerk I	
Status Change/Transfer	CWA	Gr 1A*	CWA	Gr 1A*
	LPT	\$16.9925 Hourly	FT	\$33,135.38
09/04/2022	Main Circulation		Mott	
Emma Bodmer	Customer Service Clerk I		Customer Service Clerk I	
Temporary Transfer	CWA	Gr 1A*	CWA	Gr 1A*
	PT-I	\$16.9926 Hourly	PT-I	\$16.9926 Hourly

### Separations

Classification	Employee	Agency	Date
Clerical	Najai Enoch	Mott	09/03/2022
	Jessica Standley	Kent	09/23/2022
Custodian	Michael Brighton – <i>Retirement</i>	Facilities & Operations	09/29/2022
Librarian	Jan Connell	Mott	09/30/2022

**Travel, Training, and Tuition Expenditures** The Board approved the following travel, training, and tuition expenditures on motion of Mr. Johnson, seconded by Mr. Jordan; all voted aye, motion carried.

### Travel and Training Expenditures

Event	Date	Name	Amount
Ohio Local History Alliance and Society of Archivists Conference	September 30, 2022	Janet Rhodes	\$93.00
Maumee Chamber Expo	November 8, 2022	Linda Fayerweather, Zach Huber	\$266.25

### Tuition Expenditures

School	Name	Amount
Kent State	Sam Ponke	\$750.00

**Sexual Abuse and Molestation (SAM) Policy** The Personnel Committee met on September 21, 2022 and discussed the SAM Prevention policy. The policy aligns the Library with insurance requirements and ensures that TLCPL continues to be insurable, as well as its employees. The policy includes an annual sexual offender registry check for all staff, training on the policy, and training upon hire and annually. Mrs. Odesky moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

**The complete policy is attached to these minutes.**

**Financial Report** The financial report for the month ending August 31, 2022, were accepted by the Board on motion of Mr. Johnson, seconded by Ms. Smith; all voted aye, motion carried.

**Tax Receipts August 2022**

Opening Balance	\$26,841,060.90
Real Property Tax	\$11,287,604.33
August Public Library Fund	\$1,409,935.30
2022 Year to Date	\$39,538,600.53

**Voucher Approved** The Board approved payment of the following schedule of vouchers for August 2022 on motion of Mrs. Odesky, seconded by Mr. Alexander; all voted aye, motion carried.

General Fund	\$3,554,986.71
LSTA ARPA Grant	0.00
Building & Repair Fund	0.00
Capital Projects Note Fund	2,236.00
Total Health Care	568,243.64
Gift Funds	79,786.85
Trust Funds	1,478.10
Total:	\$4,206,731.30

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$21,806,131.71
STAR @ 1.77%	79,896.64	7,000,000.00	
Huntington @ 0.20%	9,595,665.28	12,300,000.00	
PNC	60.00	0.00	
August - Interest		20,965.76	

Ending Balance	\$9,675,621.92	\$19,320,965.76	\$31,451,475.55
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 20,665,391.22		
Building & Repair Fund	7,914,449.50		
Gift Fund	255,889.48		
Capital Projects Fund	2,615,745.35		
	\$31,451,475.55		

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

Trust Fund Activity			
Opening Balance			\$650,000.00
No Activity			
Ending Balance	\$0.00	\$0.00	\$650,000.00

**Resolution 07-2022 Requesting Tax Funds for Operating Purposes in 2023** Based on the official estimate received September 9, 2022, from the County Auditor listing estimated tax receipts of \$27,200,000.00 as income from the one 3.70-mill operating levy, the following Resolution requesting tax funds for operating purposes in 2023 was adopted on motion of Mr. Johnson, seconded by Mr. Dansack, all voted aye, motion carried. The request will be forwarded to the County Auditor.

WHEREAS, The Budget Commission of Lucas County, Ohio, has certified its action thereon to this Board, together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

RESOLVED, By the Board of Trustees of Toledo Lucas County Public Library, Lucas County Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted: and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate the rate of each tax necessary to be levied within and without the ten-mill limitation as follows: 3.70 mill, \$27,200,000.00 outside the 10-mill limitation, and be it further

RESOLVED, That the Secretary of this Board be, and he is hereby directed to certify a copy of this Resolution to the county Auditor of said County.

**Resolution 08-2022 Requesting the Advance of Tax Funds for Operating Purposes in 2023** Based on the official estimate received from the County Auditor listing estimated tax receipts of \$20,716,684 from the Public Library Fund, and \$27,200,000 as income from the 3.7-mill operating levy, the following Resolution requesting tax funds for operating purposes in 2023 was adopted on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried. The request will be forwarded to the County Auditor.

BE IT RESOLVED, that whereas the Toledo Lucas County Public Library is in need of operating funds for 2023, the Board of Trustees of said Library requests the County Auditor to advance tax funds as they are collected.

**Acceptance of the Emergency Connectivity Fund (ECF) and Establish Fund** The Library is the recipient of the FCC's ECF which provides funds for helping libraries and schools provide tools and services their communities need for remote learning during the COVID-19 emergency period. The Library applied for and was the recipient of ECF funding in 2021 and 2022, in the amount of \$615,064 and \$365,064 respectively. The ECF award funds provide mobile hotspots with cellular service to the community through Library services. The Finance Committee recommends the Board accept the ECF awards retroactively for 2021 and for 2022 and to establish a special revenue fund. Mr. Johnson moved for approval, seconded by Mrs. Odesky; all voted aye, motion carried.

**Modify the 2022 Appropriations Schedule** The Board modified the 2022 Appropriations budget for the following items on motion of Mr. Johnson, seconded by Mr. Alexander; all voted aye, motion carried:  
Increase the 2022 Appropriations Schedule by:

812.000.53990	Other Purchased Services	\$15,000.00
813.000.53990	Other Purchased Services	\$16,000.00
814.000.55510	Furniture / Equipment	\$8,450.00

Decrease the 2022 Appropriations Schedule by:

811.000.53990	Other Purchased Services	\$34,251.00
---------------	--------------------------	-------------

**Modifications to the 2022 Appropriations Report** The Finance Committee recommended the following modifications to the annual Appropriations Financial Report to reconcile line item accounts. Mr. Johnson moved for approval, seconded by Mrs. Odesky; all voted aye, motion carried.

From:

101.000.52120	Cataloging/Processing	\$20,000.00
101.000.53240	Postage/Freight	\$40,000.00

101.000.53280	Marketing Printing	\$12,000.00
101.000.53325	IT Maintenance Contracts	\$56,420.00
101.000.53555	IT Equipment Leases	\$25,000.00
101.000.53720	Speakers and Lecturers	\$23,000.00
101.000.53990	Other Professional Services	\$3,300.00
101.000.54220	Juvenile Periodicals	\$30.00
101.000.55520	IT Software - Operating	\$7,689.00

To:

101.000.52110	Office / Administration	\$22,000.00
101.000.52310	Motor Vehicle Fuel/Supplies	\$13,000.00
101.000.53325	IT Maintenance Contracts	\$1047.00
101.000.53790	Other Professional Services	\$130,300.00
101.000.54610	Interlibrary Loans	\$30.00
101.000.55515	IT Furniture / Equipment	\$21,062.00

**Disposal of Materials, Furniture, Supplies and Equipment Policy Update** Library Administration sought Board Approval of changes to the Disposal of Materials, Furniture, Supplies and Equipment Policy. This updated policy provides for numerous methods of disposal including selling, discarding, recycling, and donating. Additionally, the new policy addresses unusual, culturally significant, historic, and artistic items along with inventorying such items in the Library’s asset management system. Mr. Johnson moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

**The complete policy is attached to these minutes.**

**West Toledo and Heatherdowns Asphalt Project Change Order** The Library had been working with Geddis Paving and Excavating since July of 2021 to replace the Heatherdowns parking lot and a portion of the West Toledo Parking lot. The Building and Grounds committee met on September 20<sup>th</sup>, 2022, to review the following change order item by item.

West Toledo	aggregate subbase replacement	\$2,600.00
Heatherdowns	Area #1 aggregate subbase replacement	\$16,199.50
Heatherdowns	Area #2 aggregate subbase replacement	\$11,500.75
Heatherdowns	Area #3 aggregate subbase replacement	\$2,327.00

The Committee recommended Board Approval of the additional \$8,869.25. Mr. Dansack moved for approval, seconded by Mrs. Odesky; all voted aye, motion carried.

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

**Regular Meeting October 27, 2022, Main Library** Mr. Salas announced that the next regular meeting of the Board would be on Thursday, October 27, 2022, 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. Salas asked for a motion to adjourn the meeting. Motion made by Ms. Smith, seconded by Mr. Alexander; all voted aye, meeting adjourned at 8:54 a.m.

Approved by: \_\_\_\_\_  
Jesus Salas, President

Attested by: \_\_\_\_\_  
Michael Dansack, Secretary

Date: \_\_\_\_\_  
October 27, 2022