

**Toledo Lucas County Public Library  
Minutes of Board of Trustees Meeting  
September 28, 2023  
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. Johnson at 8:30 a.m., followed by roll call.

**Executive Director’s Comments** On Wednesday, Mr. Kucsma and Lucas Camuso-Stall were at the Statehouse to receive a Resolution from State Senators Theresa Gavarone and Paula Hicks-Hudson for the National Medal awards. Kucsma extended his congratulations to Jeff Wale, IT Manager, who is retiring from TLCPL with eighteen years of service and will be saying goodbye tomorrow. Jeff led numerous capital projects with keen attention to detail and skilled project management. He will be dearly missed. Ben Bolbach, who has been with the library for over twenty years, will be stepping into the role and working with Director of Operations, Mike Graybeal, on restructuring the department. Summer Read ended in August with 17,000 participants, exceeding 2019 numbers. Next year, the library will be celebrating the 100th year of Summer Read. Looking through the Board Report, you will see the tremendous amount of programming throughout the system. A job fair was held last Friday at Main Library, and there was an enormous response from both job seekers and employers across Lucas County. The annual Welcoming Week picnic was held at Sanger two weeks ago and was well attended. The budget season has started for 2024; it is a refreshing process as we come together to cover all the bases. In December, a budget will be ready for the Board to review. Please join us for the 100<sup>th</sup> anniversary of the West Toledo branch this Saturday. There will be remarks from local officials at noon, food trucks, and many activities.

**Holiday Hours** Library administration requested Board approval to observe the Christmas Eve holiday on December 26<sup>th</sup>, 2023. Uniformly scheduling the systemwide observation of the floating holiday will ensure that all locations are adequately staffed for the remaining four days of the week. Library administration also recommended that the four locations with Sunday hours remain closed on December 31, 2023. Mr. Jordan moved for approval, seconded by Mr. Alexander; all voted aye, motion carried

**Sales Policy** The Community Relations & Services Committee met on September 11<sup>th</sup>, 2023, and discussed the establishment of the Library Sale of Merchandise Policy to outline how guest speakers/performers/organizations may sell items at TLCPL. Mr. Jordan moved for approval of the policy, seconded by Mr. Salas; all voted aye, motion carried.

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

**Appointments**

Employee Salary	Agency/Classification	Grade
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8/7/2023 \$34,129.49 Sarah Barriger	Facilities & Operations Custodian I	1A*
8/7/2023 \$10.1000 Derya Ilgin	King Road Page	Step 1
8/7/2023 \$34,129.49 Steven James	Facilities & Operations Custodian I	1A*
8/7/2023 \$34,129.49 Stacy Lewis	Facilities & Operations Custodian I	1A*
8/7/2023 \$10.1000 Charlize Peterson	Oregon Page	Step 1
8/7/2023 \$10.1000 Emily Spencer	Oregon Page	Step 1
8/7/2023 \$10.1000 Scott Warton	Mobile Services Page	Step 1
8/14/2023 \$62,000.06 Jenny Barlos	Development Office Manager of Development, Affinity, and Events	R07
8/14/2023 \$10.1000 Jude Fernandes	Sylvania Page	Step 1
9/5/2023 \$10.1000 Mallorie Sutter	Heatherdowns Page	Step 1
9/11/2023 \$57,000.06 Lindsay Williams	Small Business and Nonprofit Librarian III Small Business and Nonprofit Specialist	7C

### Payroll Changes

Employee	From	To
7/23/2023 Abby Byers Acting Status	Waterville Assistant Manager/Librarian IV Exempt Gr R06 FT \$62,532.02	Oregon Acting Manager/Librarian IV Exempt Gr R06 FT \$65,658.65
7/30/2023 Elisha Whitenack Transfer	Tech Services Clerk III CWA Gr 4 FT \$46,046.91	Local History & Genealogy Digitization Clerk III CWA Gr 4 FT \$46,046.91
8/6/2023 Emma Bodmer Temporary Transfer	Main Circulation Customer Service Clerk I CWA Gr 1A* PT-I \$18.0275 Hourly	Mott Customer Service Clerk I CWA Gr 1A* PT-I \$18.0275 Hourly
8/6/2023	Washington	Washington

Angela Bronson Promotion	Manager/Librarian VII Exempt FT	Gr R09 \$83,148.78	Manager Regional Agencies Exempt FT	Gr R10 \$87,306.18
8/6/2023 Holley Jackson Promotion/Transfer	Holland Acting Manager/Librarian IV Exempt FT	Gr R06 \$65,490.36	Mott Manager/Librarian VII Exempt FT	Gr R08 \$67,206.95
8/6/2023 Hannah Markin Increment	Maumee Page Page Page	Gr Step 1 \$10.1000 Hourly	Maumee Page Page Page	Gr Step 2 \$10.6000 Hourly
8/6/2023 Elizabeth Nuhfer Transfer	Mott Customer Service Clerk I CWA PT-II	Gr 1A* \$18.0121 Hourly	Sylvania Customer Service Clerk I CWA PT-II	Gr 1A* \$18.0121 Hourly
8/6/2023 Ernesto Preciado Transfer Retro 07/31/2023	Sanger Custodian II CWA FT	Gr 2 \$44,309.46	Maumee Custodian II CWA FT	Gr 2 \$44,309.46
8/13/2023 Stacey Quinn Transfer	Washington Customer Service Clerk I CWA LPT	Gr 1A* \$17.5023 Hourly	Mott Customer Service Clerk I CWA LPT	Gr 1A* \$17.5023 Hourly
8/20/2023 Mikaela Buck Status Change	Mott Customer Service Clerk I CWA FT	Gr 1A* \$35,123.60	Mott Customer Service Clerk I CWA PT-II	Gr 1A* \$18.0121 Hourly
8/20/2023 Cade Clem Promotion/Transfer	Holland Customer Service Clerk I CWA PT-II	Gr 1A* \$18.0274 Hourly	Birmingham Librarian I/Youth Services APLE PT-II	Gr 6C \$22.9930 Hourly
9/3/2023 Benjamin Bolbach Promotion	Information Technology Superv., Computers & Information Systems Exempt FT	Gr R10 \$88,969.14	Information Technology Manager Information Technology Exempt FT	Gr R12 \$102,024.00
9/3/2023 Martha Farrell Scheduled Increment	Shelvers Main Page Page Page	Gr Step 1 \$10.1000 Hourly	Shelvers Main Page Page Page	Gr Step 2 \$10.6000 Hourly
9/3/2023 Keshawn Jones Promotion/Transfer	Substitutes Substitute Librarian I Sub Sub	Gr 8.1 \$17.0093 Hourly	Sylvania Librarian/Adult Services APLE PT-II	Gr 6C \$22.9930 Hourly
9/17/2023 Jenniffer Bennett Transfer	Main Circulation Customer Service Clerk II CWA FT	Gr 2A \$41,745.41	Mott Customer Service Clerk II CWA FT	Gr 2A \$41,745.41
9/17/2023	Mott		Main Circulation	

Emma Bodmer Return to Former Position	Customer Service Clerk I CWA PT-I	Gr 1A* \$18.0275 Hourly	Customer Service Clerk I CWA PT-I	Gr 1A* \$18.0275 Hourly
9/17/2023 Michelle Leavitt Classification Change/Transfer	Point Place Customer Service Clerk II CWA FT	Gr 2 \$44,309.46	Technical Services Clerk II CWA FT	Gr 2 \$44,309.46
9/17/2023 Samantha Nessif Status Change/Transfer	Waterville Customer Service Clerk I CWA LPT	Gr 1A* \$17.5024 Hourly	Holland Customer Service Clerk I CWA PT-II	Gr 1A* \$17.5024 Hourly
9/17/2023 Juan Perez Transfer Retro 07/02/2023	King Road Custodian II CWA FT	Gr 2 \$44,309.46	Holland Custodian II CWA FT	Gr 2 \$44,309.46
9/17/2023 Lara Reed Transfer Retro 07/02/2023	Holland Custodian II CWA FT	Gr 2 \$44,309.46	King Road Custodian II CWA FT	Gr 2 \$44,309.46
9/17/2023 Robin Waite Promotion/Transfer	Facilities & Operations Custodian I CWA FT	Gr 1A* \$38,380.29	Oregon Custodian II CWA FT	Gr 2A* \$39,531.57

## Separations

Employee	From	
8/6/2023 Claire Elsie Separation Retro 08/03/2023	Holland Page Page	Page
8/10/2023 Cynthia Jones Separation Retro 08/03/2023	Substitutes Substitute Librarian I Sub	Sub
8/23/2023 Sarah Barriger Separation Retro 08/17/2023	Facilities & Operations Custodian I CWA	FT
8/26/2023 Sean Hunter Separation	Facilities & Operations Custodian I CWA	FT
9/6/2023 Darla Pratt Separation	Washington Page Page	Page
9/12/2023 Betty Crocker Separation Retro 04/22/2023	Substitutes Substitute Clerk SUB	HR Sub
9/12/2023	Substitutes	

Ginger Derrow                      Substitute Librarian II  
 Separation                      SUB                      HR Sub  
 Retro 04/01/2023

9/12/2023                      Substitutes  
 Janice McMillian                      Substitute Librarian II  
 Separation                      SUB                      HR Sub  
 Retro 02/22/2023

9/25/2023                      Sylvania  
 Jude Fernandes                      Page  
 Separation                      Page                      Page

9/29/2023                      Birmingham  
 Nikoleta Papadopoulos                      Page  
 Separation                      Page                      Page

9/30/2023                      Waterville  
 Carly Miller                      Customer Service Clerk I  
 Separation                      CWA                      LPT

9/30/2023                      Information Technology  
 Jeffrey Wale                      Manager Information Technology  
 Retirement                      Exempt                      FT

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

**Travel and Training**

Event	Date	Name	Amount
IMLS Award Ceremony, Washington DC	July 17, 2023	Jason Kucsma	\$83.96
Unpacking the Value of Transitional Work Programs, Northwood, Ohio	August 8, 2023	Ryan Snodgrass	\$36.55
Women's Leadership Conference	September 9, 2023	Eisha Hearn	\$20.00
Youth Adaptive & Inclusive Programming, Westlake, Ohio	September 12, 2023	Laura Owen, Lindsey Stockdale	\$527.81
Teen Think Tank, Powell, Ohio	September 15, 2023	Julie Dawson	\$81.88
Growing Up Wild/Project Wild, Louisville, Ohio	September 19, 2023	Monique Beans, Morgan Rinckey	\$359.64
Breakfast with the Experts, Maumee, Ohio	September 20, 2023	Ryan Snodgrass	\$39.00
OLC Convention & Expo, Cincinnati, Ohio	September 27 – 29, 2023	Erin Baker, Irene Blue, Julie Bursten, Abby Byers, Jacey Duffer, Christina Gaydos, Kelly Michalak	\$9,898.35
SERB Academy, Columbus, Ohio	October 3 – 4, 2023	Irene Blue, Sheryl Grauman, Thomas Posadny	\$1,955.00
Grant Writing: A Deep Dive, Toledo, Ohio	October 24 – 25, 2023	Jenny Barlos	\$285.00
ULC Annual Forum, Seattle, WA	October 25 – 27, 2023	Lucas Camuso – Stall, Jason Kucsma	\$4,416.00
Live2Lead Conference	October 26, 2023	Irene Blue, Mike Graybeal	\$270.46
Toledo HR Association's Conference, Perrysburg, Ohio	November 8 – 9, 2023	Irene Blue	\$289.00
Bridges Out of Poverty, Toledo, Ohio	November 16, 2023	Emily Green, Jozie Heckel, Kate McGowan, Emily Vicary	\$260.00

Net Inclusion 2024, Philadelphia, PA	February 13 – 15, 2024	Lucas Camuso – Stall, Kathy Selking	\$4,225.00
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**Tuition Expenditures**

School	Name	Amount
Wayne State University	Lauren Boeke	\$1,500.00
Emporia State University	Colleen McBride	\$1,500.00

**Jury Duty Policy** The Personnel Committee met on September 28<sup>th</sup>, 2023, and discussed the Jury Duty Policy. This policy provides systemwide guidelines for employees who have been selected to serve on a jury and receive paid time off to do so. The complete policy has been reviewed by legal counsel. Mrs. Odesky moved for approval, seconded by Mr. Jordan; all voted aye, motion carried.

**Whistleblower Policy** The Personnel Committee discussed the Whistleblower Policy on September 28<sup>th</sup>, 2023. This policy details procedures for Board members, staff, and volunteers for reporting activities, ethical violations, or other practices or policies related to the Library that are illegal, fraudulent, and/or violate Library policy. The policy has been reviewed by legal counsel. Mrs. Odesky moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

**ID Badge Policy** The Personnel Committee also discussed the ID Badge policy on September 28<sup>th</sup>, 2023. This policy will create and maintain a more secure environment for TLCPL by requiring library-issued identification for all employees and non-employees accessing non-public areas. This policy has been reviewed by legal counsel. Mrs. Odesky moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

**Financial Report** The Financial Report for the months ending July 31<sup>st</sup>, 2023, and August 31<sup>st</sup>, 2023, were accepted by the Board on motion of Mr. Salas, seconded by Mr. Dansack; all voted aye, motion carried.

**Tax Receipts**

July

Opening Balance	\$24,305,230.39
Real Property Tax	\$ 2,000,000.00
July Public Library Fund	\$ 1,898,930.27
2023 Year to Date	\$28,204,160.66

August

Opening Balance	\$28,204,160.66
Real Property Tax	\$10,445,092.58
August Public Library Fund	\$ 1,452,288.84
2023 Year to Date	\$40,101,542.08

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

July

General Fund	\$4,340,764.11
Emergency Connectivity Fund	57,400.00
Building & Repair Fund	29,975.23
Capital Projects Note Fund	0.00
Total Health Care	314,691.81
Gift Funds	4,931.67
Trust Funds	36,921.09
FSA Custodial Funds	4,637.07
Dog License Custodial Funds	6,050.00
Total:	\$4,795,370.98

August

General Fund	\$3,286,787.42
LSTA ILEAD Fund	500.00
Emergency Connectivity Fund	106,836.69
Building & Repair Fund	21,340.77
Capital Projects Note Fund	0.00
Total Health Care	379,071.83
Gift Funds	5,784.56
Trust Funds	15,532.14
FSA Custodial Funds	7,147.34
Dog License Custodial Funds	3,687.50
Total:	\$3,826,688.25

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

July

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$25,890,888.58
STAR @ 1.77%	1,672.53	0.00	
Huntington @ 0.20%	3,276,369.63	3,102,167.72	
PNC	36.00	0.00	
July - Interest		49,596.37	
Ending Balance	\$3,278,078.16	\$3,151,764.09	\$25,764,574.51
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 13,071,937.25		
Building & Repair Fund	12,636,147.44		
Gift Fund	43,307.89		

Capital Projects Fund	13,181.93
	\$25,764,574.51

August

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$25,764,574.51
STAR @ 1.77%	800.00	582.20	
Huntington @ 0.20%	2,495,214.82	11,302,291.40	
PNC	41.00	0.00	
August - Interest		56,735.95	
Ending Balance	\$2,496,055.82	\$11,359,609.55	\$34,628,128.24
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 21,945,368.75		
Building & Repair Fund	12,633,268.71		
Gift Fund	35,663.23		
Capital Projects Fund	13,827.55		
	\$34,628,128.24		

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

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

**Resolution 06 – 2023 Requesting Tax Funds for Operating Purposes in 2024** Based on the official estimate received September 6, 2023, from the County Auditor listing estimated tax receipts of \$27,800,000.00 as income from the 3.7-mill operating levy, the following Resolution requesting tax funds for operating purposes in 2024 was adopted on motion of Mr. Salas, seconded by Mr. Dansack, and all voted aye. The resolution was 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, \$27,800,000.00 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 07 – 2023 Requesting the Advance of Tax Funds for Operating Purposes in 2024** Based on the official estimate received from the County Auditor listing estimated tax receipts of \$19,563,900 from the Public Library Fund, and \$27,800,000 as income from the 3.7-mill operating levy, the following Resolution requesting tax funds for operating purposes in 2024 should be adopted and forwarded to the County Auditor.

BE IT RESOLVED, that whereas the Toledo Lucas County Public Library is in need of operating funds for 2024, the Board of Trustees of said Library requests the County Auditor to advance tax funds as soon as they are collected.

Mr. Salas moved for the resolution to be adopted, seconded by Mr. Dansack; all voted aye.

**Washington Branch Motion Update** The Board of Trustees approved at the June Board meeting for Library administration to acquire the property commonly known as 3025 Alexis Road. The motion presented by the Building & Grounds Committee included two parcels. The motion should have included three parcels as part of the acquisition. The Library administration corrected the purchase agreement before closing. Mr. Dansack recommended that the Board update the motion to reflect the needed change. Mr. Dansack moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

**Board & Community Education** Mike Graybeal, Director of Operations, Jeff Sabo, Public Safety Manager, and Ryan Snodgrass, Environmental Health and Safety Coordinator, gave an overview of the Public Safety improvements that have recently been made at TLCPL.

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

**Regular Meeting November 16, 2023, Main Library** Mr. Johnson announced that the next regular meeting of the Board would be on Thursday, November 16<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 Mrs. Odesky, seconded by Mr. Alexander; all voted aye, motion carried. The meeting adjourned at 9:17 a.m.

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

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

Date: \_\_\_\_\_  
November 16, 2023