

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
October 27, 2022
Main Library 8:30 a.m.**

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

Roll Call The meeting was called to order by Mr. Salas at 8:35 a.m. followed by roll call.

Minutes The minutes of the regular meeting September 22, 2022, were approved on motion of Mr. Dansack, seconded by Mr. Alexander, all voted aye, motion carried.

Auditor's Award with Distinction Lorie Brodie, Regional Liaison from Ohio Auditor of State Keith Faber's office, presented the Library with the Ohio Auditor of State Award with Distinction for excellence in financial reporting. 6,000 organizations are audited every year in Ohio and only 3-5% meet the criteria for this award. Ms. Brodie commented that this not only shows the excellent job the finance department does, but the great work that is done throughout the organization.

Executive Director's Comments Mr. Kucsma thanked the finance team, they make our jobs easier minding the dollars and cents at TLCPL. The YWCA is using the workspace at the parking garage level, their childcare resources and referral services offices moved here temporarily while their building goes through renovations. Mr. Kucsma also gave context to the items in the board packet, an article from the September/October edition of Public Libraries written by Amy Hartman, Collection Development Specialist Librarian, on working with the Read for Literacy for Adults program to develop a collection to support adult learners. It is an example of how TLCPL is a leader in this industry because of our talented staff. Also in the Board Packet is a flyer for the Community Needs Assessment Survey that BGSU's Center for Regional Development and the Greater Toledo Digital Equity Coalition are conducting. This work helps to set the table for funds coming to the State of Ohio as part of the infrastructure bill. Lucas Camuso-Stall has been leading most of this work. The SAME Café will have its grand opening next Friday, November 4th. Bookmarks in the packet are a good way to highlight local branches and departments and share programs. A letter to the editor was in the Toledo Blade this morning written by Alfonso Narvaez. In it he describes libraries as community hubs for neighborhoods, how the Lagrange Branch mentors the children and feeds them, and how TLCPL is an institution of hope and a pillar of togetherness. There are twelve days to go until the election, and the Library Levy has received over thirty endorsements from individuals, groups, and organizations, including the Toledo Chamber of Commerce. Lucas Camuso-Stall has been doing outreach to these organizations as a volunteer for Friends of the Library (FOL). Thank you to Terri Carroll, Kathy Selking for all of the work they have done in their free time for the levy. This year Katherine Eboch was hired by FOL as the campaign coordinator allowing the Library team to do their work every day as a party of the campaign, and we are pleased and appreciative

of their work. FOL is having a Watch Party on November 8th in the Large Glass Meeting room. Please take a look at <https://toledolibrarylevy.com/> for a list of all endorsements.

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

Appointments

Employee	Agency/Classification	Grade	Salary
10/17/2022 Jacinda Beene	Main Circulation Customer Service Clerk I	1A*	\$34,129.56
10/17/2022 Johanna Cepeda	Washington Customer Service Clerk I	1A*	\$17.5023 Hourly
10/17/2022 Selia Lininger	Lagrange Customer Service Clerk I	1A*	\$17.5023 Hourly
10/17/2022 Carly Miller	Waterville Customer Service Clerk I	1A*	\$17.5023 Hourly
10/17/2022 Darnell Peters	Public Safety Public Safety Officer	Security	\$30.0000 Hourly
10/17/2022 Teri Pinkston	Sanger Customer Service Clerk I	1A*	\$17.5023 Hourly
10/17/2022 Caitlyn Riehle	Local History & Genealogy Librarian III/Specialist	8C	\$57,064.61
10/17/2022 Courtney Rowland	Main Circulation Customer Service Clerk I	1A*	\$34,129.56
10/17/2022 Lindsey Stockdale	Sanger Customer Service Clerk I	1A*	\$34,129.56
10/17/2022 Teresa Zafer	Mott Customer Service Clerk I	1A*	\$17.5023 Hourly

Payroll Changes

Employee	From	To
9/19/2022 Kelly Plath Classification Change/ Transfer	Reynolds Corners Librarian I/Children's Services APLE Gr 6A FT \$66,486.03	Birmingham Librarian I/Youth Services APLE Gr 6A FT \$66,486.03
9/19/2022 Andrew Scouten Classification Change/ Transfer	Kent Librarian I/Youth Services APLE Gr 6C FT \$44,836.35	Computers & Media Librarian I/Adult Services APLE Gr 6C FT \$44,836.35
9/29/2022 Miramelinda Arribas-Douglas Department Name Change	Business and Workforce Librarian III - Welcome TLC Specialist APLE Gr 6C FT \$66,152.00	SBNW Librarian III - Welcome TLC Specialist APLE Gr 6C FT \$66,152.00
9/29/2022 Lauren Boeke	Youth Services Assistant Youth Services Coordinator	Public Services Assistant Youth Services Coordinator

Transfer	Exempt FT	Gr I \$70,697.64	Exempt FT	Gr I \$70,697.64
9/29/2022 Nancy Eames Transfer	Youth Servoces Coordinator Youth Services Exempt FT	Gr L \$120,075.93	Public Services Coordinator Youth Services Exempt FT	Gr L \$120,075.93
9/29/2022 Linda Fayerweather Department Name Change	Business and Workforce Librarian III/Specialist APLE FT	Gr 7B \$71,514.30	SBNW Librarian III/Specialist APLE FT	Gr 7B \$71,514.30
Employee 9/29/2022 Amy Hartman Department Name Change	From Technical Services Lib. III/Adult Collection Development Spec. APLE FT	Gr 8A \$78,571.16	To Collection Development Lib. III/Adult Collection Development Spec. APLE FT	Gr 8A \$78,571.16
9/29/2022 Jozlyn Heckel Department Name Change	Youth Services Ready to Read Early Literacy Specialist APLE PT-II	Gr 7C \$27,9481 Hourly	Ready to Read Ready to Read Early Literacy Specialist APLE PT-II	Gr 7C \$27,9481 Hourly
9/29/2022 Zachary Huber Department Name Change	Business and Workforce Librarian III/Specialist APLE FT	Gr 8C \$65,849.75	SBNW Librarian III/Specialist APLE FT	Gr 8C \$65,849.75
9/29/2022 Kristie Lanzotti Department Name Change	Technical Services Coordinator Collection Development Exempt FT	Gr J \$101,237.37	Collection Development Coordinator Collection Development Exempt FT	Gr J \$101,237.37
9/29/2022 Kathryn McGowan Department Name Change	Youth Services Ready to Read K-3 Literacy Specialist APLE FT	Gr 8C \$76,967.09	Ready to Read Ready to Read K-3 Literacy Specialist APLE FT	Gr 8C \$76,967.09
9/29/2022 Elisia Miranda Department Name Change	Youth Services Ready to Read Early Literacy Specialist APLE FT	Gr 7C \$63,089.33	Ready to Read Ready to Read Early Literacy Specialist APLE FT	Gr 7C \$63,089.33
9/29/2022 Megan Myers Department Name Change	Children's Library Librarian I/Teen Services APLE FT	Gr 6B \$64,828.53	Teen Librarian I/Teen Services APLE FT	Gr 6B \$64,828.53
9/29/2022 Terwase Ngur Transfer	Computers & Media Manager Regional Agencies Exempt	Gr K	Public Services Manager Regional Agencies Exempt	Gr K

	FT	\$89,051.82	FT	\$89,051.82
9/29/2022 Kim Penn Department Name Change	Children's Library Manager/Librarian V Exempt FT	Gr H \$82,548.96	Teen Manager/Librarian V Exempt FT	Gr H \$82,548.96
9/29/2022 Tina Ross Transfer	Facilities & Operattions Custodian I CWA FT	Gr 1A \$39,565.50	Waterville Custodian I CWA FT	Gr 1A \$39,565.50
9/29/2022 Susan Roudebush Transfer	Main Circulation Circulation & Customer Service Coord. Exempt FT	Gr G \$79,126.13	Public Services Circulation & Customer Service Coord. Exempt FT	Gr G \$79,126.13
9/29/2022 Joyce Souva Department Name Change	Children's Library Librarian II/Teen Services APLE FT	Gr 7B \$68,278.28	Teen Librarian II/Teen Services APLE FT	Gr 7B \$68,278.28
9/29/2022 Kelly Sradeja Department Name Change	Children's Library Librarian I/Teen Services APLE FT	Gr 6C \$49,363.47	Teen Librarian I/Teen Services APLE FT	Gr 6C \$49,363.47
Employee 9/29/2022 Cynthia Vanderbrink Department Name Change	From Technical Services Lib. III/Youth Collection Development Spec. APLE FT	Gr 8A \$78,571.16	To Collection Development Lib. III/Youth Collection Development Sp APLE FT	Gr 8A \$78,571.16
9/29/2022 Emily Vicary Department Name Change	Youth Services Ready to Read Early Literacy Specialist APLE PT-II	Gr 7B \$26.6173 Hourly	Ready to Read Ready to Read Early Literacy Specialist APLE PT-II	Gr 7B \$26.6173 Hourly
10/2/2022 Megan Gankosky Acting Status/Transfer	Maumee Assistant Manager/Librarian IV Exempt FT	Gr G \$62,311.86	Toledo Heights Acting Manager/Librarian V Exempt FT	Gr G \$65,427.38
10/2/2022 Ryan Rigaux Acting Status/Transfer Retro 9/26/2022	Toledo Heights Manager/Librarian V Exempt FT	Gr H \$73,604.70	West Toledo Acting Manager/Librarian V Exempt FT	Gr H \$77,284.94
10/9/2022 Ann Hayes Transfer	Sanger Librarian II/Children's Services APLE FT	Gr 7A \$71,514.30	Point Place Librarian II/Children's Services APLE FT	Gr 7A \$71,514.30

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10/12/2022 Beth Beasley Promotion/Transfer	Substitute Substitute Librarian I Sub Gr 8.1 Sub \$17,0093 Hourly	Mobile Services Librarian I/Adult Services APLE Gr 6B FT \$55,599.96
10/16/2022 Lindsey Crego Promotion Retro 5/15/2022	Computers & Media Librarian I/Adult Services APLE Gr 6C FT \$43,530.44	Computers & Media Librarian I/Adult Services APLE Gr 7C FT \$49,466.63
10/16/2022 Brenna Riggsby Status Change/Transfer	Reynolds Corners Customer Service Clerk I CWA Gr 1A* LPT \$17,5023 Hourly	Heatherdowns Customer Service Clerk I CWA Gr 1A* PT-II \$17,5023 Hourly
10/16/2022 Kelsi Roth Salary Adjustment Retro 4/3/2022	Holland Librarian II/Youth Services APLE Gr 7C FT \$43,530.43	Holland Librarian II/Youth Services APLE Gr 7C FT \$49,466.62
10/16/2022 Kewanna Vessel Promotion/Transfer	Sanger Circulation Services Clerk II CWA Gr 2A FT \$41,745.60	Sanger Supervisor Circulation Services III Exempt Gr E FT \$49,752.89
10/17/2022 Lindsey Crego New Salary Schedule Retro 9/18/2022	Computers & Media Librarian II/Adult Services APLE Gr 6C FT \$49,466.63	Computers & Media Librarian II/Adult Services APLE Gr 7C FT \$50,950.58
10/17/2022 Kelsi Roth Salary Adjustment Retro 9/18/2022	Holland Librarian II/Youth Services APLE Gr 7C FT \$49,466.62	Holland Librarian II/Youth Services APLE Gr 7C FT \$50,950.58

Separations

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

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

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Event	Date	Name	Amount
OLC Convention and Expo	September 28-30, 2022	Erin Baker, Jozlyn Heckel, Jason Kucsma	\$297.55
ULC Annual Forum	November 16 – 18, 2022	Lucas Camuso-Stall, Jason Kucsma	\$3,887.40

Sick Leave Bank Policy Update The Personnel Committee met on October 24, 2022 and discussed proposed revisions to the Library Sick Leave Bank Policy. Changes include removing separate stipulations for CWA members and aligning equal access to all qualified benefits-eligible employees. Revisions to the policy also include making Human Resources the sole authorized reviewer of medical correspondence and additional administrative responsibilities governing the program. Mrs. Odesky motion for approval of the revisions, seconded by Mr. Alexander; all voted aye, motion carried.

A copy of the policy is attached to these minutes.

FSA and Vision Coverage The Personnel Committee also discussed on October 24, 2022, the addition of a Flexible Spending Account Plan and Dependent Care and Voluntary Vision Coverage for all benefits-eligible staff. The addition of these two benefits aligns with the TLCPL Human Resources commitment to a compensation and benefits strategy which attracts and retains staff. Mrs. Odesky moved for approval, seconded by Mr. Jordan; all voted aye, motion carried.

Financial Report The Financial Report for the month ending September 30, 2022, was accepted by the Board on motion of Mr. Jordan, seconded by Ms. Smith; all voted aye, motion carried.

Tax Receipts September 2022

Opening Balance	\$39,538,600.53
Real Property Tax	\$1,229,604.29
Public Library Fund	\$1,727,429.37
2022 Year to Date	\$42,495,634.19

Vouchers Approved The Board approved payment of the following schedule of vouchers for September 2022 on motion of Mr. Dansack, seconded by Mrs. Odesky; all voted aye, motion carried.

General Fund	\$2,978,160.41
Emergency Connectivity Fund	471,977.89
LSTA ARPA Grant	24,372.76
Building & Repair Fund	0.00
Capital Projects Note Fund	200,092.63
Total Health Care	267,463.93
Gift Funds	652.13
Trust Funds	9,532.93
Total:	\$3,952,252.68

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$31,451,475.55
STAR @ 1.77%	3,599,550.77	0.00	
Huntington @ 0.20%	6,180,639.54	6,102,759.76	
PNC	60.00	0.00	
September - Interest		26,091.98	
Ending Balance	\$9,780,250.31	\$6,128,851.74	\$27,800,076.98
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 17,207,196.19		
Building & Repair Fund	7,916,055.30		
Gift Fund	255,769.66		
Capital Projects Fund	2,421,055.83		
	\$27,800,076.98		

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

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

Resolution 09-2022 Auditor Engagement The Finance Committee met on October 25, 2022 and discussed the engagement of the Local Government Services Section of the Office of the Auditor of State (LGS) to prepare the Library’s annual comprehensive financial statements in accordance with accounting principles generally accepted in the United States of America. Ms. Smith moved for approval of the following resolution, seconded by Mr. Jordan; all voted aye, resolution approved.

WHEREAS, The total cost to engage LGS is not anticipated to exceed \$18,000 for fiscal years 2022 and 2023.

WHEREAS, Toledo Lucas County Public Library has the \$18,000 in funds required to pay LGS and will be appropriated in the treasury or in the process of collection to the credit of the General Fund, free from any obligation or certification now outstanding.

NOW THEREFORE, BE IT RESOLVED the Board of Trustees authorizes Library Administration to engage with the Local Government Services Section of the Auditor of State to prepare the Library's annual comprehensive financial statements for fiscal years 2022 and 2023.

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Resolution 10-2022 Custodial Fund Establishment for Flexible Spending Account (FSA)

The Finance Committee during its meeting on October 25, 2022, discussed establishing a custodial fund to account for the new Flexible Spending Account (FSA) funds. Ms. Smith moved for approval of the following resolution, seconded by Mr. Alexander; all voted aye resolution approved.

WHEREAS, the Library is establishing a new flexible spending account that can be used to pay for eligible medical, dental, vision, including dependent care expenses; and

WHEREAS, under the guidance of the Auditor of the State and as required by the Ohio Revised Code, the Library shall request approval from the Auditor of the State permission to establish the FSA fund; and

NOW THEREFORE, BE IT RESOLVED the Library shall request approval from the Auditor of the State to establish the FSA fund, advance necessary funds to establish the FSA fund, maintain the minimum balance in the fund as required by the FSA Administrator Health Equity, and periodically transfer funds directly into the FSA fund to support the FSA program.

Resolution 11-2022 Custodial Fund Establishment for Dog Tag Licenses The Finance committee also during its meeting on October 25, 2022, discussed the need for a custodial fund to account for Dog Tag Licensing funds associated with providing dog licensing. Ms. Smith moved for approval of the following resolution, seconded by Mr. Dansack; all voted aye, resolution approved.

WHEREAS, the Library has partnered with the Lucas County Auditor and the Lucas County Canine Care and Control to provide dog licensing at all Library locations; and

WHEREAS, the Library has determined that it is necessary and in the best interest of the Library to establish a separate custodial fund to manage these funds; and

WHEREAS, under the guidance of the Auditor of the State and as required by the Ohio Revised Code, the Library shall request approval from the Auditor of the State permission to establish the Dog Tag Licensing fund; and

NOW THEREFORE, BE IT RESOLVED the Board of Trustees authorizes Library Administration to request approval from the Auditor of the State to establish a Dog Tag Licensing fund to manage dog licensing funds and to continue administering the services of selling dog tag licenses.

Resolution 12-2022 Dishonesty and Faithful Performance of Duty Policy in Lieu of Surety Bond Ms. Smith moved for approval of the following resolution, seconded by Mr. Dansack; all voted aye, resolution approved.

WHEREAS, In accordance with ORC 3.061, political subdivisions, including libraries, must adopt a policy by resolution to allow the use of an “*employee dishonesty and faithful performance of duty*” coverage document, rather than a surety bond, to cover loss by fraudulent or dishonest actions of employees and failure of employees to faithfully perform duties; the following shall apply to the policy:

1. An officer, employee, or appointee shall be considered qualified to hold the office or employment, without acquiring bond, on the date the oath of office is taken, certified, and filed as required by law;
2. An officer, employee, or appointee shall have the employee dishonesty and faithful performance of duty policy in effect before the individual’s term of office or employment, and the officer, employee, or appointee shall not commence the discharge of duties until the coverage is documented;
3. All officers, employees, or appointees who would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the employee dishonesty and faithful performance of duty policy instead of a surety bond requirement; and
4. The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty policy shall be \$1,000,000.

WHEREAS, On October 27, 2022, the Toledo Lucas County Public Library Board of Trustees ratifies the purchase of insurance coverage for the policy effective November 27, 2022, which policy includes an endorsement providing \$1,000,000 of coverage for faithful performance of duty; and

WHEREAS, The Toledo Lucas County Public Library’s employee dishonesty and faithful performance of duty policy through the applicable coverage documents complies with ORC 3.061; now therefore be it

RESOLVED, That the Library Board of Trustees hereby authorizes the Toledo Lucas County Public Library to purchase and use an employee dishonesty and faithful performance of duty policy instead of individual surety bonds for officer, employees, and appointees who are otherwise required by law to acquire a surety bond before entering upon the discharge of duties.

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Birmingham Branch Window Project At noon on Tuesday, October 25, 2022, sealed bids were received for the Birmingham Branch window and trim replacement project. The areas identified in the scope of work are in need of complete replacement. Library Administration solicited bids for this project and there were four responsive bidders.

The Spieker Company	\$155,200
Midwest Construction	\$155,900
Comte Construction	\$220,200
Timekey Enterprise LLC	\$228,610

The Building and Grounds Committee recommends the Board approve the lowest responsive bidder, The Spieker Company for \$155,200, as well as an additional 10% (\$15,520) to manage minor change orders typical of construction projects. 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 John Henley, CWA representative.

Regular Meeting November 17, 2022, Main Library Mr. Salas announced that the next regular meeting of the Board would be on Thursday, November 17, 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 9:00 a.m.

Approved by: _____
Jesus Salas, President

Attested by: _____
Michael Dansack, Secretary

Date: _____
December 15, 2022