

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
November 16, 2023
Main Library 8:30 a.m.**

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

Roll Call The meeting was called to order by Mr. Dansack at 8:35, followed by roll call.

Minutes The minutes of the regular meeting on September 28, 2023, were approved on motion of Mr. Alexander, seconded by Mr. Salas; all voted aye, motion carried.

Executive Director’s Comments The Board Report is filled with over two month’s worth of activities. These include the Genealogy Fair, West Toledo’s 100th Anniversary Celebration, Authors! events, and the first-ever Comics Arts Festival. The first step with the new Washington project is next week, when the Request For Qualifications (RFQ) for design will open up with a meeting on site. We expect many people to attend, representing 15 – 20 plus firms, local and throughout the state. Next month, we are excited to give school superintendents something they have been requesting. Students in Lucas County will have library cards accessible through their student IDs. Much work has been put in to pull all of this together. Central Catholic was the first school, followed by Cardinal Strich, with others to be quickly added. Next month, Bibliocommons will be premiering as the Library’s new discovery layer for the catalog. It is very user-friendly. At next month’s board meeting, we will present all the great features that will delight readers.

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

Appointments

Employee Salary	Agency/Classification	Grade
10/30/2023 \$45,733.16 Seantylle Boden	Substitute Librarian I/Youth Services FT	6C
10/30/2023 \$17,8524 Amy Doughty	Lagrange Customer Service Clerk I LPT	1A*
10/30/2023 \$17,8524 Samantha Hughes	Kent Customer Service Clerk I LPT	1A*
10/30/2023 \$17,8524 Anthony Laffartha-Stockdale	Mott Customer Service Clerk I LPT	1A*
10/30/2023 \$70,000.13 Adam Marier	Main Making Manager/Librarian V FT	R08
10/30/2023 \$17,8524 Arica Martinez	Washington Customer Service Clerk I LPT	1A*

10/30/2023 \$17,8524	West Toledo	1A*
Colleen Schmidt	Customer Service Clerk I LPT	
11/13/2023 \$17,8524	Facilities & Operations	1A*
Sabrina Cunningham	Custodian I FT	

Payroll Changes

Employee	From	To
10/2/2023	Main Circulation	Point Place
John Bratton	Customer Service Clerk I	Customer Service Clerk I
Transfer	CWA Gr 2A FT \$43,895.28	CWA Gr 2A FT \$43,895.28
10/2/2023	Sylvania	Waterville
Editha Dehm	Customer Service Clerk II	Customer Service Clerk II
Transfer	CWA Gr 2A* LPT \$23.1773 Hourly	CWA Gr 2A* LPT \$23.1773 Hourly
10/2/2023	Heatherdowns	Ready To Read
Emily Green	Librarian I/Children's Services	Ready to Read Early Literacy Specialist
Promotion/Transfer	APLE Gr 6C FT \$45,733.16	APLE Gr 8C FT \$58,205.94
10/2/2023	Main Circulation	Main Circulation
Jennifer Green	Customer Service Clerk I	Customer Service Clerk I
Status Change	CWA Gr 1A* PT-II \$19.5077 Hourly	CWA Gr 1A* FT \$38,040.02
10/15/2023	Equity, Diversity, & Inclusion	Equity, Diversity, & Inclusion
Miramelinda	Librarian III - Welcome TLC Specialist	Librarian III - Welcome TLC Specialist
Arribas-Douglas	APLE Gr 7C FT \$70,782.66	APLE Gr 8C FT \$70,782.66
10/15/2023	Oregon	Oregon
Abby Byers	Acting Manager/Librarian IV	Manager/Librarian VII
Promotion	Exempt Gr R06 FT \$65,658.65	Exempt Gr R08 FT \$67,206.95
10/15/2023	Small Business Non-Profit	Small Business Non-Profit
Linda Fayerweather	Librarian III/Specialist	Librarian III/Specialist
Classification/Grade Change	APLE Gr 7B FT \$72,944.63	APLE Gr 8B FT \$72,944.63
10/15/2023	Main Circulation	Main Circulation
Shawna Hill	Customer Service Clerk I	Customer Service Clerk I
Missed Increment Retro 09/19/2022	CWA Gr 1A* FT \$36,207.80	CWA Gr 1A* FT \$37,293.94
10/15/2023	Fact & Fiction	Fact & Fiction
Melissa Luthman	Librarian III/Specialist	Librarian III/Specialist
Classification/Grade Change	APLE Gr 7C FT \$59,160.08	APLE Gr 8C FT \$59,160.08

10/15/2023 Janet Roane Promotion Retro 12/26/2021	Facilities & Operations Custodian I CWA Gr 1A* FT \$37,294.14	Facilities & Operations Custodian II CWA Gr 2A* FT \$38,413.05
10/16/2023 Shawna Hill New Salary Schedule Retro 10/01/2023	Main Circulation Customer Service Clerk I CWA Gr 1A* FT \$37,293.94	Main Circulation Customer Service Clerk I CWA Gr 1A* FT \$38,039.82
10/16/2023 Janet Roane Increment Adjustment Retro 03/21/2022	Facilities & Operations Custodian II CWA Gr 1A* FT \$38,413.05	Facilities & Operations Custodian II CWA Gr 2A* FT \$39,565.50
10/17/2023 Shawna Hill Missed Increment Retro 10/02/2023	Main Circulation Customer Service Clerk I CWA Gr 1A* FT \$38,039.82	Main Circulation Customer Service Clerk I CWA Gr 1A* FT \$39,180.96
10/17/2023 Janet Roane New Salary Schedule/ Adjustment Retro 09/19/22	Facilities & Operations Custodian II CWA Gr 1A* FT \$39,656.50	Facilities & Operations Custodian II CWA Gr 2A* FT \$40,752.47
10/18/2023 Janet Roane Increment Adjustment Retro 03/20/2023	Facilities & Operations Custodian II CWA Gr 1A* FT \$40,752.47	Facilities & Operations Custodian II CWA Gr 2A* FT \$41,975.12
10/19/2023 Janet Roane New Salary Schedule/ Adjustment Retro 10/02/23	Facilities & Operations Custodian II CWA Gr 1A* FT \$41,975.12	Facilities & Operations Custodian II CWA Gr 2A* FT \$42,814.59
10/21/2023 India Smith Classification Change	West Toledo Supervisor Circulation Services III Exempt Gr R05 FT \$50,747.97	Substitute Substitute Clerk Sub Gr Substitute 5 Sub \$12.3506 Hourly
10/24/2023 Linda Fayerweather Increment Retro 10/01/2023	Small Business Non-Profit Librarian III/Specialist APLE Gr 8B FT \$72,944.63	Small Business Non-Profit Librarian III/Specialist APLE Gr 8B FT \$76,591.91
10/29/2023 Melissa Bragg Classification Change/ Transfer	Kent Librarian I/Youth Services APLE Gr 6C FT \$45,733.16	Heatherdowns Librarian I/Children's Services APLE Gr 6C FT \$45,733.16
10/29/2023 Hannah Markin Promotion/Transfer	Maumee Page Page Gr Page 2 Page \$10.6000 Hourly	Birmingham Customer Service Clerk I CWA Gr 1A* LPT \$17.8524 Hourly
10/29/2023 Megan Myers Classification Change/ Transfer	Teen Librarian I/Teen Services APLE Gr 6B FT \$67,950.48	Kent Librarian I/Youth Services APLE Gr 6B FT \$67,950.48

11/12/2023

Mobile Services

Washington

Leigh Dorr Promotion/Transfer	Supervisor Circulation Services III Exempt FT	Gr R05 \$53,295.26	Assistant Manager/Librarian IV Exempt FT	Gr R06 \$55,960.13
11/12/2023 Rachel Stewart Promotion/Transfer	Maumee Librarian I/Children's Services APLE FT	Gr 6B \$67,950.48	Holland Assistant Manager/Librarian IV Exempt FT	Gr R06 \$71,348.16
11/12/2023 Peter Wicks Promotion/Transfer	Kent Librarian I/Adult Services APLE FT	Gr 6A \$67,950.48	Waterville Assistant Manager/Librarian IV Exempt FT	Gr R06 \$71,348.16

Separations

Employee	From		
10/15/2023 Selia Lininger Separation	Lagrange Customer Service Clerk I CWA	LPT	
10/16/2023 Amirah Reed Separation Retro 08/23/2023	Mott Page Page	Page	
10/27/2023 Therese Luchsinger Separation	Fact & Fiction Librarian II/Adult Services APLE	FT	
11/12/2023 Alexandria Armstrong Separation Retro 10/07/2023	Substitutes Substitute Librarian II Sub	Sub	
11/13/2023 David Misko Separation	Information Technology Systems Engineer/Supervisor Exempt	FT	
11/29/2023 Veronica Cedoz Separation	Oregon Librarian I/Children's Services APLE	FT	

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

Travel and Training

Event	Date	Name	Amount
Grant Writing: A Deep Dive, Toledo, Ohio	October 24 – 25, 2023	Dana Allee, Jenny Barlos, Kathy Selking	\$750.00
Live2Lead Conference	October 26, 2023	Erin Baker, Jenny Barlos	\$270.46
Securing the Workplace, Austintown, Ohio	November 1, 2023	Ryan Snodgrass	\$468.00
Maumee Chamber Business Expo, Maumee, Ohio	November 14, 2023	Linda Fayerweather	\$256.00

National Philanthropy Day Luncheon, Toledo, Ohio	November 15, 2023	Jenny Barlos, Lucas Camuso-Stall, Kassidie Hanthorn, Kathy Selking	\$280.00
Library District AS Summit, Las Vegas, Nevada	December 11 – 14, 2023	Erin Baker	\$2,525.00
Net Inclusion 2024, Philadelphia, PA	February 13 – 15, 2024	Erin Baker	\$2465.00

Tuition Expenditures

School	Name	Amount
University of Alabama	Keshawn Jones	\$1,500.00

Financial Report The financial report for the months ending September 30th, 2023, and October 31st, 2023, were accepted by the board on motion of Mr. Salas, seconded by Mrs. Odesky; all voted aye, motion carried.

Tax Receipts

September

Opening Balance	\$40,101,542.08
Real Property Tax	\$1,229,604.29
Public Library Fund	\$1,727,429.37
2023 Year to Date	\$43,058,575.74

October

Opening Balance	\$43,058,575.74
Real Property Tax	\$5,630.85
Public Library Fund	\$1,605,505.86
2023 Year to Date	\$44,669,712.45

Vouchers Approved The Board approved payment of the following schedule of vouchers for September and October 2023 on motion of Mr. Salas, seconded by Ms. Smith; all voted aye, motion carried.

September

General Fund	\$3,583,247.80
LSTA ILEAD Fund	500.00
Emergency Connectivity Fund	28,700.00
Building & Repair Fund	2,229,757.77
Capital Projects Note Fund	0.00
Total Health Care	396,322.39
Gift Funds	0.00
Trust Funds	13,077.91
FSA Custodial Funds	7,284.24
Dog License Custodial Funds	3,187.50
Total:	\$6,262,077.61

October

General Fund	\$6,934,707.75
LSTA ILEAD Fund	1,959.50
Emergency Connectivity Fund	28,724.11
Building & Repair Fund	0.00
Capital Projects Note Fund	3,490.25
Total Health Care	366,013.12
Gift Funds	0.00
Trust Funds	3,854.35
FSA Custodial Funds	7,430.64
Dog License Custodial Funds	1,862.50
Total:	\$7,348,042.22

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

September

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$34,628,128.24
STAR @ 1.77%	2,000,000.00	3,000,000.00	
Huntington @ 0.20%	16,229,761.39	5,859,927.88	
PNC	41.00	0.00	
September - Interest		67,405.61	
Ending Balance	\$18,229,802.39	\$8,927,333.49	\$25,325,659.34
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 14,833,240.11		
Building & Repair Fund	10,442,844.85		
Gift Fund	35,684.06		
Capital Projects Fund	13,890.32		
	\$25,325,659.34		

October

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$25,325,659.34
STAR @ 1.77%	3,490.25		
Huntington @ 0.20%	3,919,732.76	4,001,528.05	
PNC	41.00	0.00	
October - Interest		63,533.30	
Ending Balance	\$3,923,264.01	\$4,065,061.35	\$25,467,456.68
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 14,982,269.94		
Building & Repair Fund	10,439,017.38		
Gift Fund	35,706.42		
Capital Projects Fund	10,462.94		

\$25,467,456.68

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

Board Education Welcome Toledo-Lucas County Overview Mely Arribas-Douglas, Welcome TLC Specialist, provided an overview of Welcome TLC. The overview included all of the services provided, the successes the program has had, and how the program has evolved since it moved into the Library.

Staff Organizations Brief remarks were made by Teresa Alvarado, APLE Representative, who stated that APLE appreciated the work that Human Resources put in to make Open Enrollment an easy process this year. Jon Henley, CWA Representative, made brief remarks as well.

Regular Meeting December 21, 2023, Main Library Mr. Dansack announced that the next regular meeting of the Board would be on Thursday, December 21st, 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. Dansack asked for a motion to adjourn the meeting. Motion made by Ms. Smith, seconded by Mr. Alexander; all voted aye, motion carried. The meeting adjourned at 8:59 a.m.

Approved by: _____
Michael Dansack, Vice - President

Attested by: _____
Sheila Odesky, Secretary

Date: _____
December 21, 2023