

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
November 21, 2024
Main Library 8:30 a.m.**

Present 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 October 24, 2024, were approved on motion of Mrs. Odesky, seconded by Ms. Hauser; all voted aye, motion carried.

Executive Director's Comments Mr. Kucsma attended the Downtown Development Corporation's Annual Meeting last night after hours at Main Library, which included an update on all that is happening downtown. Main Library has played a role in the renewal and renaissance of this community. The library has put a lot of effort in getting people to Main Library after reopening in 2019 after the renovation. Local History had a Genealogy Fair last month, doubling the attendance from last year. Fact and Fiction is currently hosting, with the support of the Steinem Sisters Librarian Melissa Luthman, the Northwest Ohio Silent Witness Project, and the unveiling ceremony was also held here. This program, through the women's shelter Bethany House, makes visible the tragic results of domestic violence. The Computers and Media department offers one-to-one tech support for our community, specifically smartphones, and ensures that they can use the resources the library has to offer. The Main Circulation Team continues to be the central distribution hub out of Main Library for all of the materials and also processing eighty-six passports last month. Authors! Events, the Live at the Library Concert Series, and a gallery featuring local artists and talent, featuring The Sight Center soon. We have had hundreds of reservations for Main Library meeting spaces coordinated by public services and events teams. Kathy Selking has added two additional staff members, allowing us to waive after-hour fees for non-profit organizations and governmental entities. As you have seen in the Board Report, the first Romance Con was held at Main Library earlier this month, with about twenty-five hundred people attending. Every corner of the building was filled, and lines were wrapped around for the activities. Initial reports give an economic impact of over \$91,000 for local businesses for this event. Kudos to Allison Fiscus for leading the staff work group in this remarkable event. Kucsma mentioned that the danger of mentioning all of these events is that he is probably leaving something off, but so many things are happening here at Main Library. It requires people from all corners of the building rowing together in one direction, from public service staff to facilities teams to the event staff. This year, the Main Library has seen over 23,000 more visitors than it did last year. We will continue to reinforce that the building is a place where people can come for different events and programs.

Employment Report The Employment Report was accepted on motion of Ms. Smith, seconded by Mrs. Odesky; all vote aye, motion carried.

Appointments

| | | | | | | | | | |
|------------|--------|---------------|--------|-----|-------------|---------------------------------|-----------------|----|---|
| 11/11/2024 | Andrew | Miller-Thomas | Exempt | R06 | \$60,000.14 | Development, Affinity, & Events | Exempt | FT | Events and AV Coordinator |
| 11/11/2024 | Nebras | Mresh | Exempt | R09 | \$81,841.50 | Information Technology | Exempt | FT | IT Infrastructure and Network Analyst |
| 11/11/2024 | Denise | Zellers | APLE | 8C | \$60,534.24 | Ready to Read | Non - Exempt FT | FT | Ready to Read Early Literacy Specialist III |

Payroll Changes

| | | | | | | | | | | |
|------------|----------------------|-------------|-----------------|--------|-----|-------------|-----------------------------------|-----------------|----|--|
| 10/27/2024 | Transfer | Miramelinda | Arribas-Douglas | APLE | 8C | \$77,153.12 | Governmental Relations & Advocacy | Non - Exempt FT | FT | Librarian III - Welcome TLC Specialist |
| 11/10/2024 | Transfer | Jenniffer | Bennett | CWA | 2A | \$46,901.01 | Main Circulation | Non - Exempt FT | FT | Customer Service Clerk II |
| 10/27/2024 | Promotion | Collins | Onyia | Exempt | R07 | \$69,020.64 | Information Technology | Exempt | FT | Software Applications Specialist II |
| 11/10/2024 | Promotion / Transfer | Madison | Dykema | APLE | 6C | \$47,562.45 | Children's Library | Non - Exempt FT | FT | Librarian I/Children's Services |

Separations

| | | | | | | | | | | |
|------------|--|------------|----------|--------|--------|-----|------------------------|--------|----|-------------------------------------|
| 10/28/2024 | | Separation | Alyssa | Burke | Exempt | R04 | Information Technology | Exempt | FT | Computer Specialist II |
| 10/28/2024 | | Separation | Jonathan | Hoover | Exempt | R04 | Information Technology | Exempt | FT | Computer Specialist II |
| 11/01/2024 | | Separation | Janet | Rhodes | Exempt | R05 | Local History | Exempt | FT | Supervisor Digitization Services |
| 11/15/2024 | | Separation | Joshua | Fink | Exempt | R05 | Washington | Exempt | FT | Supervisor Circulation Services III |

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

| Event | Date | Name | Amount |
|--|-------------------|-------------------|------------|
| Transform Your Vision: Build a Winning Fundraising Roadmap, Toledo, Ohio | October 23, 2024 | Kassidie Hanthorn | \$50.00 |
| Ingram Content Group Metro Regional Forum, Cleveland, Ohio | October 29, 2024 | Jessica Luce | \$37.75 |
| Trainco Truck Driving School, Perrysburg, Ohio | November 18, 2024 | Amanda Jozwiak | \$1,000.00 |
| Labor Arbitration Institute Labor Law and Arbitration | March 28, 2025 | Irene Blue | \$658.80 |

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|-------------------------------------|--|--|--|
| Conference, Southfield, Michigan | | | |
|-------------------------------------|--|--|--|

Tuition

| School | Name | Amount |
|--------------------------|-------------------|------------|
| University of Alabama | Keshawn Jones | \$1,500.00 |
| Emporia State University | Juliette Hebert | \$750.00 |
| Kent State University | Lindsey Stockdale | \$1,500.00 |

Stop Loss Insurance The Personnel Committee reviewed the proposal from Library administration regarding Stop-Loss Insurance premiums effective January 1, 2025, through December 31, 2025. The proposal from National Medical Express LLC carries an estimated annual premium of \$582,415 and includes a deductible of \$150,000. The Personnel Committee recommended that the Board approve the National Medical Excess LLC proposal. Mrs. Odesky moved for approval, seconded by Mr. Salas; all voted aye, and the motion carried.

2025 Medical Insurance Rates Based on recommendations from Library administration and healthcare broker USI, the Personnel Committee recommended an 11.1% and 11.0% increase to the established HMO and OOA Single and Family medical insurance rates and an 11.2% and 11.1% increase to the established Flex plan Single and Family medical insurance rates for the 2025 Plan Year, as shown below, to be effective January 1, 2025. Mrs. Odesky moved for approval, seconded by Mr. Salas; all voted aye, motion carried.

| | 2024 Monthly Rate | 2025 Monthly Rate |
|------------------------------------|----------------------|----------------------|
| Paramount FLEX (POS) + Caremark Rx | | |
| Single | \$ 809.38 | \$899.74 |
| Family | \$ 2155.03 | \$2393.31 |
| Paramount HMO/OOA + Caremark Rx | | |
| Single | \$ 754.28 | \$837.96 |
| Family | \$ 2008.33 | \$2228.97 |
| Delta Dental | | |
| Single | \$34.07 | \$34.07 |
| Family | \$98.02 | \$98.02 |

All Staff Development Day Library Closure Library Administration requested Board Approval to close the Library for services on Monday, February 17, 2025. TLCPL staff will attend All Staff Development Day. This will be an opportunity for all staff to attend training together and better serve the community. February 17th is President's Day, when the library typically sees lower door counts. Mrs. Odesky moved for approval, seconded by Mr. Salas; all voted aye, motion carried.

Executive Session Mrs. Odesky moved that the Board, subject to Ohio Revised Code Section 121.22 (G1) regarding the employment or compensation of a Library employee, go into an Executive Session, seconded by Ms. Smith. Mrs. Odesky asked Ricki Brisbin to first conduct a roll call. After the roll call, Mrs. Odesky respectfully asked everyone to leave the room. Mrs. Odesky invited everyone back to the room. Mrs. Odesky made a motion to return to regular session, seconded by Ms. Smith; all voted aye, motion carried. Roll call vote was taken.

Executive Director's Compensation The Personnel Committee met on November 12, 2024, and discussed the Executive Director's compensation. In addition to the previously approved Base Salary increase, the director was due lump sum Merit Pay, which had been delayed based on funding concerns to align with exempt pay practices. The Personnel Committee recommended that the Board approve the 4% lump sum Merit pay effective November 18, 2024. Mrs. Odesky moved for approval, seconded by Mr. Salas; all voted aye, motion carried.

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

Tax Receipts

| | |
|---------------------|-----------------|
| Opening Balance | \$41,050,232.88 |
| Real Property Tax | |
| Public Library Fund | \$1,442,857.99 |
| 2024 Year to Date | \$42,493,090.87 |

Approval of Scheduled Vouchers The approved payment of the following schedule of vouchers for October 2024 was made with the motion of Mr. Salas, seconded by Mrs. Odesky; all voted aye, motion carried.

| | |
|------------------------------|----------------|
| General Fund | \$8,555,266.52 |
| Ohio Arts Council Grant Fund | 44.00 |
| Building & Repair Fund | 117,450.85 |
| Capital Projects Note Fund | 400.00 |
| Total Health Care | 518,416.08 |
| Gift Funds | 210.99 |
| Trust Funds | 316.39 |
| FSA Custodial Funds | 6,213.87 |
| Dog License Custodial Funds | 1,925.00 |
| Total: | \$9,200,243.70 |

Interim Funds Activity Interim Funds Transactions were approved as listed below on Mrs. Odesky's motion, seconded by Ms. Smith; all voted aye, motion carried.

| | <u>Maturities</u> | <u>Investments</u> | <u>Balance</u> |
|--------------------|-------------------|--------------------|-----------------|
| Opening Balance | | | \$24,898,811.25 |
| STAR @ 1.77% | 210.99 | | |
| Huntington @ 0.20% | 4,907,266.88 | 2,801,206.81 | |
| PNC | 41.00 | | |

| | | | |
|----------------------------|------------------|----------------|-----------------|
| October - Interest | | 47,824.57 | |
| Ending Balance | \$4,907,518.87 | \$2,849,031.38 | \$22,840,323.76 |
| <i>Breakdown of Funds:</i> | | | |
| General & Insurance Fund | \$ 13,489,194.35 | | |
| Building & Repair Fund | 9,294,737.59 | | |
| Gift Fund | 48,882.88 | | |
| Capital Projects Fund | 7,508.94 | | |
| | \$22,840,323.76 | | |

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

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

Increase the 2024 Annual Appropriations Budget Administration has found it necessary to ask the Board to increase the 2024 Appropriations Budget for the following items:

| | |
|-------------------------|-----------|
| Health Care Funds (604) | \$851,500 |
|-------------------------|-----------|

Mr. Salas moved for approval, seconded by Mrs. Odesky; all voted aye, motion carried.

Investment Management Agreement As a result of the passage of the voter-approved bond issue (Capital Bond Levy), the Library Administration conducted a comprehensive review and interview process for investment management services, evaluating proposals from four firms:

- PNC Bank
- Huntington Bank
- RedTree Investment Management Group
- Meeder Investment Management

After careful consideration, the Finance Committee recommended awarding the agreement to RedTree Investment Management Group for professional investment management services tied to the voter-approved bond issue. Additionally, the Finance Committee recommended that RedTree Investment Management Group collaborate with the Library Administration to update the investment strategy for resources associated with the Library's general fund. This partnership will ensure financial stewardship by maximizing returns while adhering to the Ohio Revised Code, the Library's fiscal policies, and the Library's risk tolerance. The proposed agreement includes an annual fee of 3 basis points on all assets under management. Mr. Salas moved for approval, seconded by Ms. Hauser; all voted aye, motion carried.

Issue Twenty-Four Recap and Next Steps Jason Kucsma, Executive Director, discussed this year's successful Bond Issue campaign. Mr. Kucsma also outlined the next steps in managing the funds and moving forward with the capital projects outlined in the Master Plan.

Staff Organizations Brief remarks were heard by Steve Nichols, APLE representative.

Regular Meeting December 19, 2024, Main Library Mr. Dansack announced that the next regular meeting of the Board would be on Thursday, December 19, 2024, at 8:30 a.m. at Main 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 Ms. Smith, seconded by Ms. Hauser; all voted aye, meeting adjourned at 9:16 a.m.

Approved by: _____
Michael Dansack, President

Attested by: _____
Sheila Odesky, Vice President

Date: December 19, 2024