

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
December 15, 2022
Main Library 8:30 a.m.**

Present Michael Dansack, 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, October 27, 2022, were approved on motion of Ms. Smith, seconded by Mr. Dansack, all voted aye, motion carried.

Resolution 13-2022 The Board unanimously adopted a Resolution of Appreciation honoring Connie Dixson on motion of Mr. Dansack, seconded by Mrs. Odesky. Ms. Dixson served TLCPL for thirty-one years. Ms. Dixson began her career as a Circulation Clerk at Washington Branch and was promoted to Circulation Supervisor at Point Place in 1996. In 2008 she became Circulation Supervisor of Maumee Branch where she served for twelve years with incredible customer service skills. Her incredible training of circulation clerks for years has been a vital part of the Library's success. Ms. Dixson transferred to the Locke Branch in 2018 where she completed her Library career.

Resolution 14-2022 The Board unanimously adopted a Resolution of Appreciation honoring Jeff Godzak on motion of Mrs. Odesky, seconded by Ms. Smith. Mr. Godzak has served TLCPL for twenty-six years. Mr. Godzak began his career as the Assistant Superintendent of Facilities and Operations and served in that role for ten years. He was then promoted in 2006 to Assistant Human Resources Manager and in 2013 Human Resources Manager, a position he would hold until retirement. Mr. Godzak consistently displayed dedication to his role and the teams he was on.

Resolution 15-2022 The Board unanimously adopted a Resolution of Appreciation honoring Cliff Upp on motion of Mrs. Odesky, seconded by Ms. Smith. Mr. Upp served TLCPL for thirty-two years. Beginning in 1990 as a custodian in Facilities and Operations, he was then promoted in 1993 to Supervisor of Custodial Services. In 1995, Mr. Upp was promoted to Display and Merchandising Technician in Marketing and Development, followed by 2005 to Graphic Designer from which he would retire. Mr. Upp met the highest expectations of his position while proving he was dedicated to helping customers and the community learn about all the Library has to offer.

Resolution 16-2022 The Board unanimously adopted a Resolution of Appreciation honoring Hattie Young on motion of Mr. Dansack, seconded by Mrs. Odesky. Ms. Young served TLCPL for over twenty-eight years. Ms. Young began her career in 1994 as a Custodian. She always took pride in her work and the many projects that she participated in such as the 2016 Periodicals Project and the Midsummer Night Gala. Her careful detail and organization were evident every day.

Nominating Committee Mr. Salas suggested the following trustees as members of the Nominating Committee, to prepare a slate of officers for consideration at the next organizational meeting of the Board on January 26, 2023.

Nominating Committee

Chairperson: Kendra Smith
 Keith Jordan
 Micheal Alexander

Executive Director’s Comments The staff members retiring today have a total of 117 years of service to this organization. Thank you to Cliff Upp who is here today for his 32 years of service. In November the Library’s levy was passed, thanks to the Board for their support and thank you to the community. This was the largest margin in the past three levy campaigns for the Library. When looking through the retirement resolutions, you see representation from many roles that it takes for TLCPL to be successful and receive great support in the community. Recently, a Year in Review was shared with all the staff which highlighted how customers experience every part of the system – the buildings, the service, and the work done here in all of our agencies and departments through almost 400 staff members. Just this week Kimberley Fisher, Children’s Librarian at the Lagrange Branch, was honored by WTOL 11 as a leader in action. This was a very special surprise for her. Irene Blue, Director of Human Resources and Organizational Development received the Human Resources Professional of the Year Award from the Northwest Ohio Human Resource Association. Each Board member received SAME Café tokens to use or pass along. Mr. Kucsma commented that he cannot go anywhere without hearing positive comments and how great the Café is. SAME has exceeded expectations and it is wonderful to see how many different types of people are eating and volunteering at the Café.

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

Appointments

Employee	Agency/Classification	Grade	Salary
10/31/2022 Rachel Bennett	Sylvania Customer Service Clerk I (LPT)	1A*	\$17.5023
10/31/2022 Grace Friend	Holland Customer Service Clerk I (LPT)	1A*	\$17.5023
10/31/2022 Courtney Macklin	West Toledo Customer Service Clerk I (LPT)	1A*	\$17.5023
10/31/2022 Dana Matthews	Locke Customer Service Clerk I (LPT)	1A*	\$17.5023
10/31/2022 Calahann Monroe	Main Circulation Customer Service Clerk I (LPT)	1A*	\$17.5023
10/31/2022	Mott	1A*	\$17.5023

Stacey Quinn	Customer Service Clerk I (LPT)		
10/31/2022	King Road	1A*	\$17.5023
Hannah Snyder	Customer Service Clerk I (LPT)		
11/2/2022	Substitute	Substitute 5	\$12.3506
Betty Crocker	Substitute Clerk		

Payroll Changes

Employee	From	To
10/30/2022 Emma Bodmer Return to Former Position	Mott Customer Service Clerk I CWA Gr 1A* PT-I \$17.5024 Hourly	Main Circulation Customer Service Clerk I CWA Gr 1A* PT-I \$17.5024 Hourly
10/30/2022 Abby Byers Acting Status Retro 08/18/2022	Waterville Assistant Manager/Librarian IV Exempt Gr G FT \$60,126.89	Waterville Acting Manager/Librarian V Exempt Gr G FT \$63,133.20
10/30/2022 Hannah Grohowski Equity Adjustment Retro 09/19/2021	Holland Manager Regional Agencies Exempt Gr K FT \$80,556.84	Holland Manager Regional Agencies Exempt Gr K FT \$81,137.36
10/30/2022 Junell Kruzel Promotion	Point Place Page Page Gr Step 2 Page \$10.0000 Hourly	Point Place Shelver CWA Gr Shelver Shelver \$11.9641 Hourly
10/30/2022 Chariti Lockard Status Change/Transfer	Locke Librarian I/Youth Services APPLE Gr 6C PT-II \$22.9930 Hourly	Reynolds Corners Librarian I/Youth Services APPLE Gr 6C FT \$44,836.35
10/30/2022 Kathryn McGowan Equity Adjustment Retro 04/03/2022	Main Ready To Read Ready to Read K-3 Literacy Specialist APPLE Gr 8C FT \$71,167.01	Main Ready To Read Ready to Read K-3 Literacy Specialist APPLE Gr 8C FT \$74,725.37
10/30/2022 Elisia Miranda Equity Adjustment Retro 04/03/2022	Main Ready To Read Ready to Read Early Literacy Specialist APPLE Gr 7C FT \$63,089.33	Main Ready To Read Ready to Read Early Literacy Specialist APPLE Gr 7C FT \$63,089.33

Payroll Changes

Employee	From		To	
10/30/2022 Eric Pfeffinger Classification Change Transfer	Washington Librarian II/Children's Services APLE FT	Gr 7A \$71,514.30	Fact & Fiction Librarian II/Adult Services APLE FT	Gr 7A \$71,514.30
10/30/2022 April Schwarzkopf Classification Change/ Transfer	Fact & Fiction Librarian II/Adult Services APLE FT	Gr 7A \$71,514.30	Collection Development Librarian II/Collection Development APLE FT	Gr 7A \$71,514.30
10/30/2022 Emily Vicary Equity Adjustment Retro 04/03/2022	Main Ready To Read Ready to Read Early Literacy Specialist APLE PT-II	Gr 7B \$24.6114 Hourly	Main Ready To Read Ready to Read Early Literacy Specialist APLE PT-II	Gr 7B \$26.8633 Hourly
10/31/2022 Hannah Grohowski Salary Adjustment Retro 12/26/2021	Holland Manager Regional Agencies Exempt FT	Gr K \$81,137.36	Holland Manager Regional Agencies Exempt FT	Gr K \$84,382.94
10/31/2022 Kathryn McGowan Increment Adjustment Retro 09/18/2022	Main Ready To Read Ready to Read K-3 Literacy Specialist APLE FT	Gr 8C \$74,725.37	Main Ready To Read Ready to Read K-3 Literacy Specialist APLE FT	Gr 8C \$78,799.31
10/31/2022 Elisia Miranda Increment Adjustment Retro 09/18/2022	Main Ready To Read Ready to Read Early Literacy Specialist APLE FT	Gr 7C \$63,672.77	Main Ready To Read Ready to Read Early Literacy Specialist APLE FT	Gr 7C \$65,582.99
10/31/2022 Emily Vicary Increment Adjustment Retro 04/18/2022	Main Ready To Read Ready to Read Early Literacy Specialist APLE PT-II	Gr 7B \$26.8633 Hourly	Main Ready To Read Ready to Read Early Literacy Specialist APLE PT-II	Gr 7B \$27.6692 Hourly
11/1/2022 Hannah Grohowski Increment Adjustment Retro 09/18/2022	Holland Manager Regional Agencies Exempt FT	Gr K \$84,382.94	Holland Manager Regional Agencies Exempt FT	Gr K \$87,673.95

11/1/2022 Jacob Kwiatkowski Transfer	Locke Customer Service Clerk I CWA Gr 1A* LPT \$17,5024 Hourly	Reynolds Corners Customer Service Clerk I CWA Gr 1A* LPT \$17,5024 Hourly
11/13/2022 Melissa Bragg Promotion	Kent Customer Service Clerk I CWA Gr 1A* LPT \$17,5024 Hourly	Kent Librarian I/Youth Services APLE Gr 6C FT \$44,836.35
11/13/2022 Stefani Haas Classification Change Transfer	Heatherdowns Librarian II/Teen Services APLE Gr 7C FT \$56,172.87	Local History & Genealogy Librarian II/Adult Services APLE Gr 7C FT \$56,172.87
11/13/2022 Lauren Howald Promotion/Transfer	Lagrange Librarian II/Teen Services APLE Gr 7C FT \$54,423.14	King Road Assistant Manager/Librarian IV Exempt Gr G FT \$59,972.84
11/13/2022 Morgan Rinkey Classification Change/ Transfer	Toledo Heights Librarian II/Children's Services APLE Gr 7C FT \$56,095.07	Lagrange Librarian II/Youth Services APLE Gr 7C FT \$56,095.07

Payroll Changes

Employee	From	To
11/27/2022 David Lutz Transfer	Computers & Media Librarian II/Adult Services APLE Gr 7A FT \$71,514.30	Heatherdowns Librarian II/Adult Services APLE Gr 7A FT \$71,514.30
11/27/2022 Wendy Ponder Equity Adjustment Retro 12/26/2021	Sylvania Supervisor Circulation Services II Exempt Gr D FT \$55,654.56	Sylvania Supervisor Circulation Services III Exempt Gr E FT \$60,663.33
11/27/2022 Linda Smith Transfer	West Toledo Customer Service Clerk II CWA Gr 2A FT \$41,781.09	Sanger Customer Service Clerk II CWA Gr 2A FT \$41,781.09
11/28/2022 Wendy Ponder Increment Retro 3/20/2022	Sylvania Supervisor Circulation Services III Exempt Gr E FT \$60,663.33	Sylvania Supervisor Circulation Services III Exempt Gr E FT \$63,029.46

12/11/2022 Cameron Adeyemi Status Change/Transfer	West Toledo Customer Service Clerk I CWA Gr 1A* PT-I \$18,012.1 Hourly	West Toledo Customer Service Clerk I CWA Gr 1A* FT \$35,123.60
12/11/2022 Collins Onyia Promotion	Information Technology Computer Specialist II Exempt Gr D FT \$57,880.68	Information Technology Software Applications Specialist Exempt Gr F FT \$60,774.68
12/11/2022 Shazad Bakhsh Promotion	Information Technology Software Analyst/Programmer Exempt Gr F FT \$71,555.84	Information Technology Software Applications Specialist Exempt Gr G FT \$75,133.70

Separations

Employee	From
10/20/2022 Autumn Vasques Resignation	Mott Page Page
11/19/2022 Johanna Cepeda Resignation	Washington Customer Service Clerk I CWA
11/19/2022 Shamar Kynard Resignation	Main Circulation Customer Service Clerk II CWA
11/30/2022 Connie Dixson Retirement	Locke Supervisor Circulation Services II Exempt
11/30/2022 Jeffrey Godzak Retirement	Human Resources Manager Human Resources Exempt
11/30/2022 Hattie Young Retirement	Facilities & Operations Custodian I CWA
12/14/2022 Rachel Bennett Resignation	Sylvania Customer Service Clerk I CWA
12/31/2022 Clifford Upp Retirement	Communications, Innovation & Strategy Graphic Designer APLE

Exempt Compensation Practices, Guidelines and Procedure The Personnel Committee and Administration met to discuss updating the Exempt compensation practices, guidelines, and procedures. Administration will obtain annual market review data to determine pay increases. In conjunction with the annual market review, administration will implement a pay for performance system in January 2024. The Personnel Committee recommended the Board adopt the new Exemption Compensation practices, guidelines, and procedures effective January 1, 2023. Effective the first pay period of January 2023, Exempt and unclassified staff will receive a merit lump sum payment, in the amount of 4%. Effective the first pay in July 2023, Exempt and unclassified staff will receive a market increase of up to 4%. Mrs. Odesky moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

Stop Loss Insurance The proposal from National Medical Excess LLC, was received by the Library's current Health Care consultant, Robie Consulting Services. The proposal carries an estimated annual premium of \$344,000 and includes a deductible of \$150,000. The Personnel Committee recommended that the Board the National Medical Excess LLC proposal. Mrs. Odesky moved for approval, seconded by Mr. Dansack; all voted aye, motion carried.

2023 Medical Insurance Rates The Personnel Committee based on recommendations from administration and Robie Consulting Services, recommended no increase to the established medical insurance rates for the 2023 plan year which is effective January 1, 2023. Mrs. Odesky moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

Employee Volunteer Policy The Personnel Committee recommended the establishment of the Employee Volunteer Policy. This policy establishes guidelines and eligibility for Library employees to volunteer their work time at a qualified 501(c)(3) non-profit entity. Employees may take up to four paid hours per calendar year for the purposes of team building, philanthropy, or community relations. Mrs. Odesky moved for approval, seconded by Mr. Dansack; all voted aye, motion carried.

Tobacco and Smoke-Free System Policy The Personnel Committee reviewed changes to the Library's current Non-Smoking Policy. The policy will be renamed the Tobacco and Smoke-Free System Policy. This policy provides for a tobacco-free and smoke-free Library system for all employees, volunteers, customers, and contractors within TLCPL buildings, grounds and in Library owned or leased vehicles. The Toledo Lucas County Health Department was consulted and recommended the policy be implemented in two phases. Effective January 1, 2023, all customers, contractors, and volunteers are subject to the new policy. Effective May 1, 2023, the new policy will be in effect for all employees. Mrs. Odesky moved for approval, seconded by Ms. Smith, all voted aye, motion carried.

Executive Session Mr. Salas 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 Mr. Dansack; all voted aye, motion carried. Mr. Salas asked Ricki Brisbin to first conduct a roll call. After the roll, Mr. Salas respectfully asked everyone to leave the room. Mr. Dansack moved approval to return to regular session, seconded by Ms. Smith; all voted aye motion carried. After the Executive Session was concluded, everyone was invited back into the room.

Executive Director’s Compensation The Personnel Committee reviewed the compensation and evaluation practices per his Employment Agreement, effective, August 1, 2019. In an effort to promote consistency and alignment with exempt staff increases, the Personnel Committee recommended that the Executive Director receive an additional 5.9% increase to date and that it should be retroactive to January 1, 2022. Mrs. Odesky moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

Financial Report The financial reports for the months ending October 31, 2022, and November 30, 2022, were accepted by the Board as presented on motion of Ms. Smith, seconded by Mr. Dansack; all voted aye, motion carried.

Tax Receipts October 2022

Opening Balance	\$42,495,634.19
Real Property Tax	\$49.95
Public Library Fund	\$1,613,135.87
2022 Year to Date	\$44,108,820.01

Tax Receipts November 2022

Opening Balance	\$44,108,820.01
Real Property Tax	\$ -
Public Library Fund	\$1,585,532.35
2021 Year to Date	\$45,694,352.36

Scheduled Vouchers The Board approved payment of the following schedule of Vouchers for October 2022 and November 2022 on motion of Mr. Dansack, seconded by Mrs. Odesky; all voted aye, motion carried.

October 2022

General Fund	\$6,535,779.63
Emergency Connectivity Fund	0.00
LSTA ARPA Grant	0.00
Building & Repair Fund	37,906.25
Capital Projects Note Fund	5,188.59
Total Health Care	338,845.39
Gift Funds	4,675.70
Trust Funds	9,868.24
FSA Custodial Fund	0.00
Dog License Custodial fund	0.00
Total:	\$6,932,263.80

November 2022

General Fund	\$3,445,900.00
LSTA ARPA Grant	0.00
Coronavirus Relief Fund	0.00
Building & Repair Fund	58,386.81

Capital Projects Note Fund	41,322.14
Total Health Care	312,929.87
Gift Funds	134,132.32
Trust Funds	8,408.04
FSA Custodial Fund	0.00
Dog License Custodial Fund	0.00
Total:	\$4,001,079.18

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

October 2022

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$27,800,076.98
STAR @ 1.77%	9,804.29		
Huntington @ 0.20%	3,477,213.79	2,100,000.00	
PNC	60.00	0.00	
October - Interest		24,648.27	
Ending Balance	\$3,487,078.08	\$2,124,648.27	\$26,437,647.17
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 15,883,826.58		
Building & Repair Fund	7,880,078.62		
Gift Fund	251,672.64		
Capital Projects Fund	2,422,069.33		
	\$26,437,647.17		

November 2022

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$26,437,647.17
STAR @ 0.13%	16,097.00		
Huntington@ 0.20%	4,269,201.50	1,500,000.00	
PNC	60.00	0.00	
November - Interest		29,199.09	
Ending Balance	\$4,285,358.50	\$1,529,199.09	\$23,681,487.76
<i>Breakdown of funds:</i>			
General & Insurance Fund	\$ 13,133,544.17		
Building & Repair Fund	7,882,294.47		
Gift Fund	236,223.03		
Capital Projects Fund	2,429,426.09		
	\$23,681,487.76		

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
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Modification and Increase of 2022 Appropriations Financial Report/Fund Transfer

Administration asked the Board to increase the 2022 Revenue Budget and modify the Annual Appropriations Financial Report for the following items, Mr. Dansack moved for approval, seconded by Mrs. Odesky; all voted aye, motion carried:

Increase Revenue Budget by:

101.000.41210	Real Property Tax	\$521,571.50
101.000.41250	Personal Property Tax	\$49.95
101.000.42210	Public Library Fund	\$2,187,727.62
101.000.43130	Passport Fees	\$41,965.00
101.000.43140	Photocopy	\$20,632.97
101.000.44100	Interest	\$74,316.97
101.000.45530	Research Services	\$92.00
101.000.48110	Sale of Real Property	\$19,443.00
101.000.48310	Meeting Room Rental	\$19,488.87
101.000.48320	Real Property Rental	\$3.00
101.000.48710	Refunds & Reimbursements	\$64,946.94

Increase the 2022 Annual Appropriation Schedule by

101.000.59910	Transfers Out	\$2,952,237.82
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Modification of 2022 Appropriations Financial Report/Fund Transfer

The Finance Committee recommended to the Board the transfer of \$4,404,000 from the General Fund to the Building and Repair Fund and the Modifications to the Appropriations Finance report, to reconcile various line item accounts. Ms. Smith moved for approval, seconded by Mrs. Odesky; all voted aye, motion carried.

From Account:

101.000.51420	OPERS "Pick Up" (5 & 10%)	\$386,000.00
101.000.53610	Electricity	\$8,000.00
101.000.54210	Adult Periodicals	\$45,000.00
101.000.54220	Juvenile Periodicals	\$970.00
101.000.55515	IT Furniture / Equipment	\$280,000.00
101.000.55520	Software - Operating	\$280,000.00
101.000.51610	MedRx Insurance	\$84,000.00
101.000.52111	IT Supplies	\$762.18

101.000.53280	Marketing Printing	\$25,000.00
101.000.53294	Marketing External Services	\$20,000.00
101.000.55410	Building Improvements	\$350,000.00
101.000.55515	IT Furniture / Equipment	\$602,000.00
101.000.55520	Software - Operating	\$370,000.00

To Account:

101.000.51110	Exempt	\$436,000.00
101.000.51120	APPLE	\$494,000.00
101.000.51130	CWA	\$16,000.00
101.000.51980	Other Benefits/Services	\$8,000.00
101.000.54110	Adult Books	\$45,895.00
101.000.54610	Interlibrary Loans	\$75.00
101.000.59910	Transfers Out	\$1,451,762.18

From Account:

101.000.59910	Transfers Out	\$4,402,265.92
101.000.59910	Transfers Out	\$1,734.08

To Account:

401.000.49910	Transfers In	\$4,402,265.92
401.000.49910	Transfers In	\$1,562.55
707.000.49910	Transfers In	\$12.40
720.000.49910	Transfers In	\$0.39
734.000.49910	Transfers In	\$0.87
801.000.49910	Transfers In	\$5.23

Resolution 17- 2022 Permanent Appropriation Schedule The Finance Committee met on December 12th, 2022, and discussed the Permanent Appropriations Schedule for 2023. The Finance Committee recommended the approval of the Permanent Appropriation Schedule as presented to the Board. Mr. Dansack moved for approval of the resolution, seconded by Mrs. Odesky; all voted aye, motion carried.

BE IT RESOLVED, by the Board of Library Trustees of the Toledo Lucas County Public Library, that to provide for the current expenses and other expenditures of said Board of Library Trustees for 2023, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said year, including:

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General Fund	\$53,233,584.77
Emergency Connectivity Fund	\$508,150.11
Capital Projects Fund	\$763,650.00
Total Health Care Fund	\$4,506,306.00
Gift Fund	\$81,440.40
Trust Fund:	\$366,900.00
Custodial Fund:	\$24,620.00
Grand Total:	\$59,484,651.28

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

Regular Meeting January 26, 2023, Main Library Mr. Salas announced that the next regular meeting of the Board would be on Thursday, January 26, 2023, 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 Mrs. Odesky, seconded by Ms. Smith; all voted aye, meeting adjourned at 9:27 a.m.

Approved by: _____
Jesus Salas, President

Attested by: _____
Michael Dansack, Secretary

Date: _____
January 26, 2023