

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
December 19, 2024
Main Library 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Lori Hauser, Keith Jordan, Jesus Salas

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 November 21, 2024, were approved on motion of Mr. Jordan, seconded by Mr. Alexander; all voted aye, motion carried.

Resolution of Appreciation for Michelle Thomas The Board unanimously approved a Resolution of Appreciation for Michelle Thomas on the motion of Mr. Salas and seconded by Mr. Jordan. Ms. Thomas began her career in 1999 as an Adult Services Librarian in the Literature and Fiction department, following which she provided excellent service in the Humanities and Audio Visual departments. In 2009, Ms. Thomas moved to Sanger, where she began serving the community as a Children's Librarian. Her career with TLCPL would continue at Sanger when she became the Adult Services Librarian in 2015. Ms. Thomas met the highest expectations and displayed professionalism and dedication to her role during her career. The Board thanks her for her loyal service as she retires.

Nominating Committee Mr. Dansack 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 23, 2025.

Nominating Committee

Chairperson:	Kendra Smith
	Lori Hauser
	Jesus Salas

Executive Director's Comments Mr. Kucsma congratulated Ms. Thomas. He shared that for the past few years, she has consistently recommended great audiobooks for him to read— invaluable readers' advisory. He thanked her for her service to TLCPL. Mike Boratyn, a contracted driver for the Library, recently passed away sadly. He was a workhorse, delivering materials day in and day out across the system. He will be missed. Next month, the Secret Service and National Threat Assessment Center will train library staff and other community leaders on how to do threat assessments and address threats of violence in our community, specifically how we respond as institutions and public spaces where everyone is welcome. When we contacted the Secret Service, they were pleased as we were the first public library to call for this training. This will give library administrators and people leaders tools to help ensure library locations are safe for our community and staff. In the Board Report, you will find all of the things we provide to the community, but Mr. Kucsma wanted to take time to recognize the leadership team who work behind the scenes to make difficult decisions, remove barriers for staff, mentor future leaders, and work through budget challenges and cultural challenges. As a leadership team, we are ready to jump into 2025.

Employment Report The Employment Report was accepted on motion of Mr. Alexander, seconded by Mr. Jordan; all voted aye, motion carried.

Appointments

11/25/2024	Christopher	Karslake	6A*	\$49,686.00	F & O - Main - CWA	FT	Maintenance Technician
11/25/2024	Nasyah	Oxner	6C	\$47,562.45	Kent	FT	Librarian I/Youth Services

Payroll Changes

11/24/2024	Status Change	Olivia	Wood	CWA	CWA	1A *	1A *	\$37,248.90	Mot t	F T	Customer Service Clerk I
12/08/2024	Classification Change/ Transfer	Brand y	Reid	Exempt	APL E	R0 5	6A *	\$61,072.83	Tee n	F T	Librarian I/Teen Services

Separations

					Librarian II/Adult Services
01/03/2025	Retirement	Michelle	Thomas	APLE	
11/25/2024	Separation	Darnell	Peters	Security	
11/25/2024	Separation	Stephen	Rogers	Security	
11/25/2024	Separation	Shawn	McMahon	Security	
12/08/2024	Separation	Kaitlyn	Regulbuto	SUB	Substitute 8.1
12/14/2024	Separation	Dakota	Jenkins	SUB	Substitute 8.1

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

Travel and Training

Event	Date	Name	Amount
-------	------	------	--------

Destination Toledo Luncheon, Toledo, Ohio	December 5, 2024	Stephanie Elton, Kelsey Rader	\$60.00
Top Ten OSHA Violations 2024, Northwood, Ohio	December 18, 2024	Ryan Snodgrass	\$25.00
GAP Training and Certification, Toledo, Ohio	January 25, 2025	Kelly Plath	\$15.00

Tuition Expenditures

School	Name	Amount
Valdosta State University	Cade Clem	\$842.00
Wayne State University	Evelyn Cherry	\$1,500.00

2025 Page Salary Schedule In accordance with the Ohio Minimum Wage law change to \$10.70 per hour scheduled for January 1, 2025, it is necessary to adjust the page salary schedule. The Personnel Committee recommended the following adjustment effective the first pay period that includes January 1, 2025:

CLASSIFICATION	STEP	FROM	TO
Page	1	\$10.45 per hour	\$10.70 per hour
Page	2	\$10.95 per hour	\$11.20 per hour

Mr. Alexander moved for approval, seconded by Mr. Salas; all voted aye, and the motion carried.

Public Safety Officers, Sub Clerks, and Sub Librarian Salary Schedule To remain competitive and aligned with the market; the Personnel Committee recommended that the minimum starting salary for Public Safety Officers, Sub Clerks, Sub Library 1, and Sub Librarian 2 be adjusted as follows by Library Administration beginning January 1, 2025:

Sub Clerk	From \$12.35	To \$14.50
Sub Librarian 1	From \$17.0093	To \$20.00
Sub Librarian 2	From \$20.3474	To \$23.00
Public Safety Officers	From \$30.00	To \$35.00

Mr. Alexander moved for approval, seconded by Ms. Hauser; all voted aye, and the motion carried.

Financial Report The financial report for the month ending November 30, 2024, was accepted on Mr. Salas's motion, seconded by Ms. Hauser; all voted aye, and the motion carried.

Tax Receipts

Opening Balance	\$42,493,090.87
Real Property Tax	
Public Library Fund	\$1,614,555.47

2024 Year to Date

\$44,107,646.34

Approval of Scheduled Vouchers The payment of the following schedule of vouchers for November 2024 was approved on the motion of Mr. Salas, seconded by Mr. Jordan; all voted aye, and the motion carried.

General Fund	\$3,369,854.20
IMLS BEBS Fund	499.56
Ohio Arts Council Fund	250.00
Building & Repair Fund	200,419.24
Capital Projects Note Fund	0.00
Total Health Care	467,213.60
Gift Funds	7,391.23
Trust Funds	301.23
FSA Custodial Funds	8,063.20
Dog License Custodial Funds	1,712.50
Total:	\$4,055,704.76

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$22,840,323.76
STAR @ 1.77%	400.00		
Huntington @ 0.20%	2,560,608.44	1,066.74	
PNC	41.00		
November - Interest		42,870.46	
Ending Balance	\$2,561,049.44	\$43,937.20	\$20,323,211.52
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 11,166,064.59		
Building & Repair Fund	9,108,469.73		
Gift Fund	41,539.92		
Capital Projects Fund	7,137.28		
	\$20,323,211.52		

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$122,421.38
November Activity	\$122,421.38		
Ending Balance	\$122,421.38	\$0.00	\$0.00

Resolution 13 – 2024 2025 Permanent Appropriation Schedule The Finance Committee met on Thursday, December 19, 2024, and discussed the Permanent Appropriation Schedule for 2025. The Finance Committee recommended the Board approve the Permanent Appropriation Schedule.

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 2025, 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:

General Fund	\$50,011,580.86
Special Revenue Funds	\$316,044.33
Capital Projects Funds	\$5,403,372.44
Total Health Care Fund	\$5,827,829.00
Gift Funds	\$92,420.34
Trust Funds	\$242,192.83
Custodial Funds	\$406,829.50
GRAND TOTAL:	\$62,300,269.30

Mr. Salas moved for approval, seconded by Ms. Hauser; all voted aye, and the motion carried.

Acceptance of Land Gifted from the Village of Holland Library Administration has been actively working on potential expansion options for the Holland Branch library, which requires additional land. Over the past year, Library Administration has worked with the Village of Holland on expansion options that would require a portion of Strawberry Acres Park to be deeded to the Library. On September 3, 2024, the Village of Holland gifted the necessary land for the expansion of the Library. This land is approximately 70' by 190'. As part of the land that will be deeded to the Library and the trees lost due to the expansion, the Library Administration committed to replacing the lost trees with a minimum of 20 six-foot trees within the Village. The trees are to be in place one year after the expansion of the library is completed, and the species and location of the trees are to be determined by the village. The Buildings and Ground Committee recommended that the Board accept the gift of land from the Village of Holland for the purposes of expanding the Holland Branch and authorize Library administration to complete any necessary surveys and/or approvals to acquire the land. Mr. Alexander moved for approval, seconded by Ms. Hauser; all voted aye, and the motion carried.

Property Acquisition 3110 Tremainsville Library Administration secured the property known as 3110 Tremainsville (TD-23, Parcel #03447), which is adjacent to the new Washington Branch campus at 3025 Alexis Road. This campus contains one building totaling approximately 1,973 square feet situated on approximately .3424 acres. Library administration worked with the commercial real estate agency Signature & Associates and attorneys Eastman & Smith to acquire this site. This property is intended to fold into the New Washington Branch campus to provide additional site development options at 3025 Alexis Road. The Building and Grounds Committee recommended that the Board of Trustees authorize Library Administration to take necessary action to secure the acquisition of this property located at 3110 Tremainsville Road, Toledo, Ohio, for a total

purchase price of \$250,000 plus required closing costs. Ohio revised code sections 3375.33 and 3375.40 authorize Public Library Boards to acquire real property. Mr. Alexander moved for approval, seconded by Mr. Salas; all voted aye, motion carried.

Resolution 14 – 2025 Washington Branch Campus Phase II Operations Center

Design In February, the Board approved an Architect Agreement with Bostwick Design Partnership, Inc. (“Bostwick”), authorizing compensation and basic services for scope definition, pre-design, and programming for the Washington Branch Campus. In July, the Board approved Bostwick's proposal for Phase IA, which includes full design and construction services for the new Washington Branch Library. Library Administration has since requested and received a proposal from Bostwick for Phase II of the Washington Branch Campus, including an Operations Center. Bostwick's proposed fee for Phase II is \$1,260,343, covering up to \$1,250,343 for basic services and other professional services (such as remediation and geotechnical services through sub-consultants), plus reimbursable expenses not to exceed \$10,000. In consultation with Library Administration, the Buildings and Grounds Committee recommended that the Board approve Bostwick’s proposal for Phase II in the amount of \$1,260,343, as well as a contingency of up to \$40,000 to accommodate minor scope changes. Mr. Alexander moved for approval, seconded by Mr. Jordan. A roll call vote was taken, all voted aye. Resolution adopted.

The complete resolution is attached to these minutes.

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

Regular Meeting January 23, 2025, Main Library Mr. Dansack announced that the next regular meeting of the Board would be on Thursday, January 23, 2025, 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 Mr. Alexander, seconded by Mr. Jordan; all voted aye, meeting adjourned at 9:08 a.m.

Approved by: _____
Michael Dansack, President

Attested by: _____
Keith Jordan, Secretary

Date: January 23, 2025