

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
December 21, 2023
Main Library 8:30 a.m.**

Present Michael Dansack, Dennis Johnson, Keith Jordan, Jesus Salas, Kendra Smith

Roll Call The meeting was called to order by Mr. Johnson at 8:30 a.m., followed by roll call.

Minutes The minutes of the regular meeting on November 16, 2023, were approved on motion of Ms. Smith, seconded by Mr. Salas; all voted aye, motion carried.

Nominating Committee Mr. Johnson 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 25, 2023.

Nominating Committee

Chairperson: Kendra Smith
 Micheal Alexander
 Jesus Salas

Executive Director’s Comments Mr. Kucsma would like to congratulate Margi Levy, who is retiring from the Friends of the Library. She is currently the manager and has served for over eighteen years. The library is grateful for her support. Kucsma thanked the Board for their trust in the Library’s leadership team and for being thoughtful stewards of the Library. While many believe it is just about budgets and books, it is about interactions with the community across the county. Kucsma also thanked the Leadership team that has evolved over the past year as leaders. There have been pain points and learning curves. Winning the National Medal in 2023, we can reflect on that and many wins, many notable, and many that fly under the radar. As we forecast for 2024, we will focus on place and how everyone can find a place at the library. From parents to those seeking services from our Small Business and Non-Profit specialists and government organizations. As a leadership team, we will be focusing on the importance of place. Foot traffic and circulation are bouncing back to up to 2019 levels. People need places to gather, convene, and interact with our staff. In the coming year, look for more of the importance of place and our role in the community.

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

Appointments

Employee Salary	Agency/Classification	Grade
11/27/2023 \$34,812.18 Brian Sampsel	Facilities & Operations Custodian I FT	1A*
12/4/2023 \$54,000.18 David Hindi	Development Office A/V and Events Specialist FT	R05

Payroll Changes

Employee	From	To
11/20/2023 Jasmine Gale Transfer	Main Circulation Customer Service Clerk I CWA Gr 1A* FT \$21.3166 Hourly	Oregon Customer Service Clerk I CWA Gr 1A* FT \$21.3166 Hourly
11/26/2023 Seantylle Boden Transfer	Substitutes Librarian I/Youth Services APLE Gr 6C FT \$23.4529 Hourly	Kent Librarian I/Youth Services APLE Gr 6C FT \$23.4529 Hourly
11/26/2023 Evelyn Cherry Status Change	Main Circulation Customer Service Clerk I CWA Gr 1A* LPT \$17.8523 Hourly	Main Circulation Customer Service Clerk I CWA Gr 1A* PT-II \$17.8523 Hourly
11/26/2023 Stacey Quinn Promotion/Transfer	Mott Customer Service Clerk I CWA Gr 1A* LPT \$17.8523 Hourly	Human Resources HR Assistant Exempt Gr R02 PT-I \$19.3475 Hourly
12/10/2023 Roxanna Foster Promotion/Transfer	Communications, Design, & Analytics Senior Business Analyst Exempt Gr R08 FT \$44.5327 Hourly	Information Technology IT Project Manager Exempt Gr R10 FT \$46.7594 Hourly
12/10/2023 Thomas Gray Job Title Change Retro 09/25/2023	Information Technology Asst Manager Information Technology Exempt Gr R10 FT \$49.5828 Hourly	Information Technology Senior Network/Software Analyst Exempt Gr R10 FT \$49.5828 Hourly

Separations

Employee	From
11/24/2023 Steven James Separation	Facilities & Operations Custodian I CWA FT
11/30/2023 Diana Thomas Separation	Facilities & Operations Custodian I CWA FT

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

Event	Date	Name	Amount
Growing Up Wild, Medina, Ohio	December 14, 2023	Renée Sarra	\$229.31
Compliance Luncheon, Safety Council of	January 9, 2024	Ryan Snodgrass	\$37.00

Northwest Ohio, Northwood, Ohio			
PLA Conference 2024, Columbus, Ohio	April 3 – 5, 2024	Irene Blue, Lauren Boeke, Ben Bolbach, Unique Britton, Angela Bronson, Julie Bursten, Lucas Camuso-Stall, John Cook, Brandy Cranon-Wyatt, Jacey Duffer, Nancy Eames, Allison Fiscus, Roxanna Foster, Andrea Francis, Christina Gaydos, Mike Graybeal, Hannah Grohowski, Kassidie Hanthorn, William Harbauer, Amy Hartman, Jason Kucsma, Kristie Lanzotti, Jessica Luce, Kelly Michalak, Terwase Ngur, Mary Rava Miller, Talena Reynolds, Jesus Salas, Kathy Selking, Colleen Staerker	\$45, 207.00

Stop Loss Insurance The Personnel Committee reviewed a proposal from Library Administration regarding Stop-Loss Premiums effective January 1, 2024, through December 31, 2024. The proposal from National Medical Excess LLC, received through the Library’s broker, USI, carries an estimated annual premium of \$386,184 and includes a deductible of \$150,000. The Personnel Committee recommended that the Board approve the National Medical Excess LLC proposal. Ms. Smith moved for approval, seconded by Mr. Salas; all voted aye, motion carried.

2024 Medical Insurance Rates The Personnel Committee, based on Library Administration and healthcare broker USI recommendations, recommends a 1.7% increase to the established Flex plan for the 2024 Plan Year, as shown below, to be effective January 1, 2024. Ms. Smith moved for approval, seconded by Mr. Salas, all voted aye, motion carried.

	Monthly Rate	Monthly Rate
Paramount FLEX (POS) + Caremark Rx		
Single	\$ 789.35	\$ 809.38
Family	\$ 2103.85	\$ 2155.03
Paramount HMO/OOA + Caremark Rx		
Single	\$ 741.58	\$ 754.28
Family	\$ 1974.51	\$ 2008.33
Delta Dental		
Single	\$31.03	\$34.07
Family	\$78.60	\$98.02

Page Salary Schedule The Personnel Committee recommended the following adjustment effective the first pay period that includes January 1, 2024, to be in accordance with the Ohio Minimum Wage law. Ms. Smith moved for approval, seconded by Mr. Salas; all voted aye, motion carried.

CLASSIFICATION	STEP	FROM	TO
Page	1	\$10.10 per hour	\$10.45 per hour
Page	2	\$10.60 per hour	\$10.95 per hour

Financial Report The financial report for the month ending November 30, 2023, was accepted by the Board on motion of Mr. Salas, seconded by Mr. Dansack; all voted aye, motion carried.

Tax Receipts November

Opening Balance	\$44,669,712.45
Real Property Tax	
Public Library Fund	\$1,671,741.54
2023 Year to Date	\$46,341,453.99

Approval of Scheduled Vouchers The Board approved payment of the following schedule of vouchers for November 2023 on motion of Ms. Smith, seconded by Mr. Salas; all voted aye, motion carried.

General Fund	\$5,484,529.45
LSTA ILEAD Fund	40.50
Emergency Connectivity Fund	0.00
Building & Repair Fund	91,066.79
Capital Projects Note Fund	4,500.00
Total Health Care	493,316.84
Gift Funds	4,121.72
Trust Funds	19,125.31
FSA Custodial Funds	8,505.62
Dog License Custodial Funds	1,012.50
Total:	\$6,106,218.73

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$25,467,456.68
STAR @ 1.77%	6,650.29		
Huntington @ 0.20%	3,821,966.29	1,101,704.35	
PNC	41.00	0.00	
November - Interest		60,982.54	

Ending Balance	\$3,828,657.58	\$1,162,686.89	\$22,801,485.99
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$12,398,227.07		
Building & Repair Fund	10,365,526.29		
Gift Fund	31,723.17		
Capital Projects Fund	6,009.46		
	\$22,801,485.99		

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
November Activity			
Ending Balance	\$0.00	\$0.00	\$395,000.00

2024 Permanent Appropriation Schedule The Finance Committee met on December 11, 2023, and discussed the Permanent Appropriations Schedule for 2024. The Finance Committee recommended that the Board approve the following Permanent Appropriation Schedule.

Resolution 08 – 2023 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 2024, 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	\$ 50,153,321.26
Emergency Connectivity Fund	\$ 20,664.00
Capital Projects Fund	\$ 6,182,252.93
Total Health Care Fund	\$ 4,979,317.00
Gift Fund	\$ 83,995.30
Trust Fund:	\$ 451,717.39
Custodial Fund:	\$ 428,937.50
GRAND TOTAL:	\$62,300,205.38

Mr. Salas moved for approval of the resolution, seconded by Mr. Dansack; all voted aye, resolution passed.

Depository Agreements Huntington Bank The Finance Committee consulted with the Administration. They recommended that Huntington National Bank continue as our designated bank for the Library’s active depository for the Library’s Board of Trustees and Payroll Accounts for the next five years. The Finance Committee requested Board approval for Huntington National Bank to be the active depository for the period of January 1, 2024, through December 31, 2028. Mr. Salas moved for approval, seconded by Mr. Jordan; all voted aye, motion carried.

Depository Agreements PNC Bank and Fifth Third Bank The Finance Committee consulted with the Administration and recommended that the depository agreements with PNC Bank and Fifth Third Bank, which expire December 31, 2023, be renewed for a five-year period. The Finance Committee requested Board approval to renew the depository agreements for the period January 1, 2024, through December 31, 2028, continuing all current condition under Chapter 135 of the Ohio Revised Code and the Library’s Investment Policy. Mr. Salas moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

Board and Community Education Kristie Lanzotti, Coordinator, Collection Development, gave an overview of the library’s new catalog Bibliocommons. The new catalog has many new features. The experience now is very similar to other websites that customers use when shopping or browsing, making for a more interactive experience.

Staff Organizations Brief remarks were made by Jon Henley, CWA representative, and Teresa Alvarado, APLE representative.

Regular Meeting January 25, 2024, Main Library Mr. Johnson announced that the next regular meeting of the Board would be on Thursday, January 25, 2024, 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. Johnson asked for a motion to adjourn the meeting. Motion made by Ms. Smith, seconded by Mr. Salas; all voted aye, motion carried. The meeting adjourned at 9:08 a.m.

Approved by: _____
Michael Dansack, Vice - President

Attested by: _____
Sheila Odesky, Secretary

Date: January 25, 2024