The Board of Library Trustees, Lakewood, Ohio Thursday, December 09, 2021

The Board of Library Trustees of the Lakewood Public Library, City of Lakewood, County of Cuyahoga, State of Ohio, met in regular session in the Auditorium of the Main Library, 15425 Detroit Avenue, Lakewood, OH on Thursday, December 09, 2021 at 7:15 P.M.

Members present: Mrs. Tiffany Graham Charkosky, Mrs. Nancy Seibert, Mrs. Persis Sosiak, Mr. Gregory Gipson, Mr. Jeffrey Endress, Mr. Michael Artbauer and Mr. Scott Kermode.

Members excused: None.

Also present: Mr. James Crawford, Mr. William Costello, Jr., CPA; and Ms. Emily Lindberg, public.

APPROVAL OF AGENDA

Motion by Mrs. Seibert, seconded by Mrs. Graham Charkosky, approval of the Regular Agenda for December 09, 2021.

Yeas: Mrs. Graham Charkosky, Mrs. Seibert, Mrs. Sosiak, Mr. Gipson, Mr. Kermode, Mr. Artbauer, and Mr. Endress.

Abstained: None.

Nays: None.

The President declared the motion carried.

COMMUNICATIONS

None.

DISPOSITION OF MINUTES

Motion by Mr. Endress, seconded by Mr. Kermode, approval of the minutes of the regular meeting of November 11, 2021.

Yeas: Mrs. Seibert, Mrs. Sosiak, Mr. Gipson, Mr. Kermode, and Mr. Artbauer, Mr. Endress, and Mrs. Graham Charkosky.

Abstained: None.

Nays: None.

The President declared the motion carried.
REPORTS OF STANDING COMMITTEES

Business Management and Finance

No report.

Building and Supplies

Mr. Endress updated the Board of Trustees that the Lakewood Building Commissioner approved the use of regular breakers as opposed to GFI breakers in certain instances in the Madison Branch electrical panel. Mr. Endress reported that the new proposed completion date is January 15, 2022.

Collections and Gifts

No report.

Personnel

Motion by Mrs. Seibert, seconded by Mr. Endress that the following personnel report be acknowledged:

Appointments:

None.

Resignations/Retirements/Separations/Terminations:

11/13/21 – Starr, Nicholas, Professional, Children’s and Youth Services

11/16/21 – Jacobs, Taylor, Paraprofessional, Public Services

Yeas: Mrs. Seibert, Mrs. Sosiak, Mr. Gipson, Mr. Kermode, and Mr. Artbauer, Mr. Endress, and Mrs. Graham Charkosky.

Abstained: None.

Nays: None.

The President declared the motion carried.

REPORTS OF SPECIAL COMMITTEES

Audit Committee
No report.

Public Comments

Ms. Emily Lindberg addressed the Board of Trustees and asked for responses to the following questions:

1) How many full-time employees does the Lakewood Public Library currently have?
2) Explain how the most recent job postings are reflective of being a responsible steward of public funds.
3) Explain the Library’s rationale for offering new positions and not bringing back old employees.
4) How many employees did the Library furloughed?
5) Are there still employees that are furloughed? If so, were they offered positions?
6) What specific measures has the Library taken to be fair and equitable beyond stating as such?

NEW BUSINESS

Motion by Mr. Endress, seconded by Mr. Kermode, to Approve Resolution 21-03, Annual Board Calendar

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 21-03

ANNUAL BOARD CALENDAR

BE IT RESOLVED by the Board of Trustees of the Lakewood Public Library, Lakewood, Ohio, on December 09, 2021, by roll call vote:

That the Board of Trustees authorizes that the Library Board meet on those dates set forth below.

Thursday, January 20, 2022
Thursday, March 10, 2022
Thursday, April 14, 2022
Thursday, May 12, 2022
Thursday, June 09, 2022
Roll Call of Said Motion:

- Mr. Endress  X Yea ___ Nay ___ Abstain ___ Absent
- Mr. Gipson  X Yea ___ Nay ___ Abstain ___ Absent
- Mrs. Graham Charkosky  X Yea ___ Nay ___ Abstain ___ Absent
- Mr. Kermode  X Yea ___ Nay ___ Abstain ___ Absent
- Mrs. Seibert  X Yea ___ Nay ___ Abstain ___ Absent
- Mrs. Sosiak  X Yea ___ Nay ___ Abstain ___ Absent
- Mr. Artbauer, President  X Yea ___ Nay ___ Abstain ___ Absent

The President declared the motion carried.

Motion by Mr. Endress, seconded by Mrs. Graham Charkosky, to Approve Resolution 21-04, Annual Library Calendar
BE IT RESOLVED by the Board of Trustees of the Lakewood Public Library, Lakewood, Ohio, on December 09, 2021, by roll call vote:

That the Board of Trustees authorizes that the Library be closed on those dates set forth below.

### 2022 Closing Dates

- **Saturday, January 01, 2022**  New Year’s Day
- **Sunday, April 17, 2022**  Easter Sunday
- **Sunday, May 29, 2022**  Sunday before Memorial Day
- **Monday, May 30, 2022**  Memorial Day
- **Sunday, June 19, 2022**  Juneteenth
- **Monday, July 04, 2022**  Independence Day
- **Sunday, September 04, 2022**  Sunday before Labor Day
- **Monday, September 05, 2022**  Labor Day
- **Thursday, November 24, 2022**  Thanksgiving Day
- **Saturday, December 24, 2022**  Christmas Eve
- **Sunday, December 25, 2022**  Christmas Day
- **Saturday, December 31, 2022**  New Year’s Eve (Close at 6:00p.m.)
- **Sunday, January 01, 2023**  New Year’s Day

### 2023 Closing Dates

- **Sunday, January 01, 2023**  New Year’s Day
- **Sunday, April 09, 2023**  Easter Sunday
- **Sunday, May 28, 2023**  Sunday before Memorial Day
- **Monday, May 29, 2023**  Memorial Day
- **Monday, June 19, 2023**  Juneteenth
- **Tuesday, July 04, 2023**  Independence Day
- **Sunday, September 03, 2023**  Sunday before Labor Day
- **Monday, September 04, 2023**  Labor Day
- **Thursday, November 23, 2023**  Thanksgiving Day
- **Sunday, December 24, 2023**  Christmas Eve
- **Monday, December 25, 2023**  Christmas Day
- **Sunday, December 31, 2023**  New Year’s Eve (Close at 6:00p.m.)
- **Monday, January 01, 2024**  New Year’s Day
2024 Closing Dates

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<tr>
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<td>New Year’s Day</td>
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<td>Sunday, March 31, 2024</td>
<td>Easter Sunday</td>
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<td>Sunday, May 26, 2024</td>
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<td>Monday, May 27, 2024</td>
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<td>Wednesday, June 19, 2024</td>
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<td>New Year’s Day</td>
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ACKNOWLEDGED:

_________________________________
William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

State of Ohio, Cuyahoga County

I, William R. Costello, Jr., CPA, Fiscal Officer of the Lakewood Public Library, and in whose custody the files, journals and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original Resolution now on file, and that the same is a true and correct copy thereof.

_________________________________
William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

Subscribed and sworn to before me this 9th day of December, 2021.
Roll Call of Said Motion:

Mr. Endress          X Yea  ___Nay  ___Abstain  ___Absent
Mr. Gipson   X Yea  ___Nay  ___Abstain  ___Absent
Mrs. Graham Charkosky X Yea  ___Nay  ___Abstain  ___Absent
Mr. Kermode   X Yea  ___Nay  ___Abstain  ___Absent
Mrs. Seibert   X Yea  ___Nay  ___Abstain  ___Absent
Mrs. Sosiak   X Yea  ___Nay  ___Abstain  ___Absent
Mr. Artbauer, President X Yea  ___Nay  ___Abstain  ___Absent

The President declared the motion carried.

Motion by Mrs. Graham Charkosky, seconded by Mr. Endress, to Approve Resolution 21-05, Authorization to Receive Funds

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 21-05

AUTHORIZATION TO RECEIVE FUNDS

BE IT RESOLVED by the Board of Trustees of the Lakewood Public Library, Lakewood, Ohio, on December 09, 2021, by roll call vote:

That the Fiscal Officer (Auditor) of Cuyahoga County be and he is hereby requested to issue an order to the Cuyahoga County Treasury to pay to the Fiscal Officer of the Lakewood Public Library such funds as may be available for distribution.

That the Fiscal Officer of the Lakewood Public Library be and he is hereby authorized to sign the necessary documents to secure such advances and also the secondary documents to secure the semi-annual settlement with the County Treasury during the fiscal year 2022.
That the authorization herein conferred shall extend to any advances that may be requested during the fiscal year 2022.

That the Fiscal Office of the Lakewood Public Library be and he is hereby authorized and directed to certify a copy of this resolution to the Cuyahoga County Fiscal Officer (Auditor) and make such other certification and reports as may be necessary to make this resolution effective.

State of Ohio, Cuyahoga County

I, William R. Costello, Jr., CPA, Fiscal Officer of the Lakewood Public Library, and in whose custody the files, journals and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original Resolution now on file, and that the same is a true and correct copy thereof.

_________________________________
William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

Subscribed and sworn to before me this 9th day of December, 2021.

_________________________________
Notary Public
Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

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<td>Mr. Artbauer, President</td>
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The President declared the motion carried.

Motion by Mrs. Seibert, seconded by Mrs. Sosiak, to Approve Resolution 21-06, Appointment of Fiscal Officer and Deputy Fiscal Officer

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 21-06

APPOINTMENT OF FISCAL OFFICER AND DEPUTY FISCAL OFFICER

BE IT RESOLVED by the Board of Trustees of the Lakewood Public Library, Lakewood, Ohio, on December 09, 2021, by roll call vote:

THAT William R. Costello, Jr., CPA, be appointed Fiscal Officer of the Lakewood Public Library.

THAT the Fiscal Officer be compensated with the annual salary as set forth in the wage and salary schedule.

THAT James H. Crawford, be appointed Deputy Fiscal Officer of the Lakewood Public Library.

THAT the Deputy Fiscal Officer be compensated with the annual salary as set forth in the wage and salary schedule.

THAT these appointments shall continue from month to month, and year to year until further action by the Board.

THAT the Library obtain an Employee Fidelity Bond in the amount of $50,000 from Travelers Casualty & Surety Company of America, the coverage of which shall continue month to month, and year to year until further action by the Board.

State of Ohio, Cuyahoga County

I, William R. Costello, Jr., CPA, Fiscal Officer of the Lakewood Public Library, and in whose custody the files, journals and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and
copied from the original Resolution now on file, and that the same is a true and correct copy thereof.

William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

Subscribed and sworn to before me this 9th day of December, 2021.

Notary Public

Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

  Mr. Endress  X Yea  ___Nay  ___Abstain  ___Absent
  Mr. Gipson   X Yea  ___Nay  ___Abstain  ___Absent
  Mrs. Graham Charkosky  X Yea  ___Nay  ___Abstain  ___Absent
  Mr. Kermode  X Yea  ___Nay  ___Abstain  ___Absent
  Mrs. Seibert  X Yea  ___Nay  ___Abstain  ___Absent
  Mrs. Sosiak   X Yea  ___Nay  ___Abstain  ___Absent
  Mr. Artbauer, President  X Yea  ___Nay  ___Abstain  ___Absent

The President declared the motion carried.

Motion by Mrs. Graham Charkosky, seconded by Mr. Endress, to Approve Resolution 21-07, Transfer of Ownership to Friends of the Library

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 21-07

FRIENDS OF THE LAKEWOOD PUBLIC LIBRARY
BE IT RESOLVED by the Board of Trustees of the Lakewood Public Library, Lakewood, Ohio, on December 9, 2021, by roll call vote:

THAT all books and other items in the collections of the Lakewood Public Library that have been cancelled, and all furnishings and equipment, including computers and related equipment, that are designated for discard be transferred to the Friends of the Lakewood Public Library.

THAT the net profit from the sale of the transferred items will be used to support the needs of the Lakewood Public Library.

THAT this agreement will continue from year to year, without cessation, until amended or cancelled by the Board of Trustees of the Lakewood Public Library.

State of Ohio, Cuyahoga County

I, William R. Costello, Jr., CPA, Fiscal Officer of the Lakewood Public Library, and in whose custody the files, journals and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original Resolution now on file, and that the same is a true and correct copy thereof.

William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

Subscribed and sworn to before me this 9th day of December, 2021.

__________________________________________________________________________
Notary Public
Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:
Motion by Mrs. Sosiak, seconded by Mr. Kermode, to Approve Resolution 21-08, Fund Transfer from General Fund 101 to Capital Fund 401

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 21-08

Resolution to Transfer Funds from the General Fund 101 to the Capital Fund 401

WHEREAS, the Board of Library Trustees has adopted Permanent Appropriations for 2022.

WHEREAS, in order to provide revenues to fund the Appropriations for 2022 in the Capital Fund 401 it is necessary to transfer an amount of Two Hundred and Fifty Thousand Dollars ($250,000) from the General Fund 101 to the Capital Fund 401.

BE IT RESOLVED by the Board of Library Trustees that the Fiscal Officer is instructed to transfer the amount of Two Hundred and Fifty Thousand Dollars ($250,000) from the General Fund 101 to the Capital Fund 401 during 2022.

State of Ohio, Cuyahoga County

I, William R. Costello, Jr., CPA, Fiscal Officer of the Lakewood Public Library, and in whose custody the files, journals and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original Resolution now on file, and that the same is a true and correct copy thereof.
The Board of Library Trustees, Lakewood, Ohio Thursday, December 09, 2021

William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

Subscribed and sworn to before me this 9th day of December, 2021.

Notary Public
Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

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<td>Mr. Artbauer, President</td>
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The President declared the motion carried.

Motion by Mrs. Graham Charkosky, seconded by Mr. Kermode, to Approve Resolution 21-09, Annual Appropriation

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 21-09

ANNUAL APPROPRIATION RESOLUTION
OHIO REVISED CODE SECTION 5705.38
BE IT RESOLVED by the Board of Trustees of the Lakewood Public Library, Lakewood, Ohio, on December 9, 2021, by roll call vote:

THAT to provide for the current expenses and other expenditures of the Library, during fiscal year ending December 31, 2022, the following sums be and the same are hereby set aside and appropriated for several purposes for which expenditures are to be made for and during said period, as follows:

FUND 101 GENERAL FUND

TOTAL APPROPRIATIONS (GENERAL FUND) $ 4,939,729.00

FUND 401 CAPITAL FUND

TOTAL APPROPRIATIONS (CAPITAL FUND) $ 314,665.00

FUND 404 ART FUND

TOTAL APPROPRIATIONS (ART FUND) $ 12,130.00

FUND 801 EDWARDS ENDOWMENT

TOTAL APPROPRIATIONS (EDWARDS ENDOWMENT) $ 35,000.00

FUND 802 FISHER ENDOWMENT

TOTAL APPROPRIATIONS (FISHER ENDOWMENT) $ 4,000.00

FUND 803 COLE ENDOWMENT

TOTAL APPROPRIATIONS (COLE ENDOWMENT) $ 5,000.00

FUND 804 SHOEMAKER ENDOWMENT

TOTAL APPROPRIATIONS (SHOEMAKER ENDOWMENT) $ 15,000.00

FUND 805 LEDUKE ENDOWMENT

TOTAL APPROPRIATIONS (LEDUKE ENDOWMENT) $ 35,000.00

Ohio Revised Code, Section 5705.39 - No appropriation measure shall become effective until there is filed with the appropriating authority by the county auditor a certificate that the total appropriation from each fund, taken together with all other outstanding appropriations do not exceed such official estimate or
amended official estimate. When the appropriation does not exceed such official estimate, the county auditor shall give such certificate forthwith upon receiving from the appropriating authority a certified copy of the appropriation measure.

State of Ohio, Cuyahoga County

I, William R. Costello, Jr., CPA, Fiscal Officer of the Lakewood Public Library, and in whose custody the files, journals and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original Resolution now on file, and that the same is a true and correct copy thereof.

________________________________________________________________________
William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

Subscribed and sworn to before me this 9th day of December, 2021.

________________________________________________________________________
Notary Public
Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

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<td>Mr. Artbauer, President</td>
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The President declared the motion carried.
Motion by Mrs. Seibert, seconded by Mr. Endress, to Proceed in Executive Session to Discuss Personnel Matters

Roll Call of Said Motion:

Mr. Endress          X Yea ___ Nay ___ Abstain ___ Absent
Mr. Gipson          X Yea ___ Nay ___ Abstain ___ Absent
Mrs. Graham Charkosky X Yea ___ Nay ___ Abstain ___ Absent
Mr. Kermode          X Yea ___ Nay ___ Abstain ___ Absent
Mrs. Seibert         X Yea ___ Nay ___ Abstain ___ Absent
Mrs. Sosiak          X Yea ___ Nay ___ Abstain ___ Absent
Mr. Artbauer, President X Yea ___ Nay ___ Abstain ___ Absent

The President declared the motion carried.

Time noted: 7:53 p.m.

Motion by Mr. Endress, seconded by Mr. Gipson, to Return to Open Session

Roll Call of Said Motion:

Mr. Endress          X Yea ___ Nay ___ Abstain ___ Absent
Mr. Gipson          X Yea ___ Nay ___ Abstain ___ Absent
Mrs. Graham Charkosky X Yea ___ Nay ___ Abstain ___ Absent
Mr. Kermode          X Yea ___ Nay ___ Abstain ___ Absent
Mrs. Seibert         X Yea ___ Nay ___ Abstain ___ Absent
Mrs. Sosiak          X Yea ___ Nay ___ Abstain ___ Absent
Mr. Artbauer, President X Yea ___ Nay ___ Abstain ___ Absent

The President declared the motion carried.

Time noted: 8:55 p.m.

Motion by Mrs. Seibert, seconded by Mr. Endress, Authorizing Director, from January 1, 2022 through December 31, 2022, to Effect Wage and Salary Adjustments, Including Merit and Performance Adjustments, Bonuses and Increases, if any, in the Amount Not to Exceed 2022 Salary Budget

Roll Call of Said Motion:

Mr. Endress          X Yea ___ Nay ___ Abstain ___ Absent
The Board of Library Trustees, Lakewood, Ohio Thursday, December 09, 2021

The President declared the motion carried.

OLD BUSINESS

No report.

There being no further business, the meeting was adjourned at 8:57 p.m.

____________________________________
President

____________________________________
Secretary

Next Scheduled Meeting

Thursday, January 20, 2022 via In-Person.

7:00 P.M.