

The Board of Library Trustees, Lakewood, Ohio Thursday, December 08, 2022

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 Board Room of the Main Library, 15425 Detroit Avenue, Lakewood, OH on Thursday, December 8, 2022 at 7:00 P.M.

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

Members excused: None.

Also present: Mr. James Crawford and Mr. William Costello, Jr., CPA.

APPROVAL OF AGENDA

Motion by Mr. Endress, seconded by Mr. Artbauer, approval of the Agenda as Amended for December 08, 2022.

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

Abstained: None.

Nays: None.

The President declared the motion carried.

COMMUNICATIONS

A total of nine students from Harding Middle School, Garfield Middle School and Lakewood Catholic Academy presented their Dear Ukraine poems to the Board of Trustees.

Mr. Gipson asked for an update on the roof at the Main Library. Mr. Crawford stated that there is a minor issue with the roof at the Main Library that is being addressed by the maintenance team.

DISPOSITION OF MINUTES

Motion by Mrs. Seibert, seconded by Mrs. Sosiak, approval of the minutes of the regular meeting of November 10, 2022.

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

Abstained: None.

Nays: None.

The President declared the motion carried.

FINANCIAL REPORT AND BILLS

No report.

REPORTS OF STANDING COMMITTEES

Business Management and Finance

No report.

Building and Supplies

The Board discussed the update on the roof at the Madison Branch. It has been determined that roof issues are due to subpar installation by a subcontractor. Action Contractors hope to have a resolution soon.

The Madison Branch elevator work should be completed by the first week in December 2022. Once all inspections are complete, the elevator will open for use.

Collections and Gifts

Motion by Mrs. Sosiak, seconded by Mr. Endress, that the following gifts be accepted and gratefully acknowledged:

Lakewood Public Library Gifts Received:

11/11/22 - \$250.00 Healthy Lakewood Foundation Honorarium

11/25/22 - \$ 50.00 Madison Branch Free Thinkers AA

Lakewood Public Library Foundation Received:

None.

Lakewood Public Library Friends Gifts Received:

None.

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

Abstained: None.

Nays: None.

The President declared the motion carried.

Personnel

Motion by Mrs. Seibert, seconded by Mrs. Sosiak, to acknowledge personnel changes:

Appointments:

11/14/2022 - Daugherty, Morgan, Paraprofessional, Children's and Youth Services

11/29/2022 - Kiske, Lily, Student, Children's and Youth Services

11/30/2022 - Fiala, Taren, Student, Public Services

Resignations/Retirements/Separations/Terminations:

None.

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

Abstained: None.

Nays: None.

The President declared the motion carried.

REPORTS OF SPECIAL COMMITTEES

Audit Committee

Mr. Costello reported that the 2020-2021 audit is ongoing.

Public Comments

No report.

NEW BUSINESS

Motion by Mr. Endress, seconded by Mr. Kermode, to Approve Resolution 22-03, Authorization to Receive Funds

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 22-03

AUTHORIZATION TO RECEIVE FUNDS

BE IT RESOLVED by the Board of Trustees of the Lakewood Public Library, Lakewood, Ohio, on December 08, 2022, 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 2023.

That the authorization herein conferred shall extend to any advances that may be requested during the fiscal year 2023.

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 8th day of December, 2022.

Notary Public

Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

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

The President declared the motion carried.

Motion by Mr. Artbauer, seconded by Mrs. Sosiak, to Approve Resolution 22-04, Appointment of Fiscal Officer and Deputy Fiscal Officer

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 22-04

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 08, 2022, 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 as set forth in the wage and salary schedule.

THAT James H. Crawford, be appointed Deputy Fiscal Officer of the Lakewood Public Library, with no additional compensation for serving in this position.

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 Coverage in the amount of \$50,000, 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 8th day of December, 2022.

Notary Public

Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

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

The President declared the motion carried.

Motion by Mr. Artbauer, seconded by Mr. Endress, to Approve Resolution 22-05, Annual Appropriation

Roll Call of Said Motion:

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

The President declared the motion carried.

Motion by Mr. Kermode, seconded by Mr. Endress, to Approve Resolution 22-06, Fund Transfer from General Fund 101 to Capital Fund 401

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 22-05

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 8, 2022, by roll call vote:

THAT to provide for the current expenses and other expenditures of the Library, during fiscal year ending December 31, 2023, 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)	\$ 5,055,410.00
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FUND 401 CAPITAL FUND

TOTAL APPROPRIATIONS (CAPITAL FUND) \$ 337,840.00

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) \$ 5,000.00

FUND 803 COLE ENDOWMENT

TOTAL APPROPRIATIONS (COLE ENDOWMENT) \$ 5,000.00

FUND 804 SHOEMAKER ENDOWMENT

TOTAL APPROPRIATIONS (SHOEMAKER ENDOWMENT) \$ 20,000.00

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 8th day of December, 2022.

Notary Public

Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

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

The President declared the motion carried.

Motion by Mr. Kermode, seconded by Mr. Gipson, to Authorizing Fiscal Officer to Submit Certificate of Records Disposal (RC-3) to the Ohio History Connection

Roll Call of Said Motion:

Mr. Artbauer	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Endress	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Gipson	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Kermode	X	Yea	___	Nay	___	Abstain	___	Absent

Mrs. Seibert	<u> </u> Yea	<u> </u> Nay	X Abstain	<u> </u> Absent
Mrs. Sosiak	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mrs. Graham Charkosky, President	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent

The President declared the motion carried.

Motion by Mrs. Seibert, seconded by Mr. Kermode, Authorizing Director, from January 1, 2023 through December 31, 2023, to Effect Wage and Salary Adjustments, Including Merit and Performance Adjustments, Bonuses and Increases, if any, in the Amount Not to Exceed 2023 Salary Budget

Roll Call of Said Motion:

Mr. Artbauer	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mr. Endress	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mr. Gipson	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mr. Kermode	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mrs. Seibert	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mrs. Sosiak	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mrs. Graham Charkosky, President	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent

The President declared the motion carried.

Motion by Mr. Artbauer, seconded by Mrs. Seibert, to Elect Mrs. Sosiak as Board President

Roll Call of Said Motion:

Mr. Artbauer	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mr. Endress	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mr. Gipson	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mr. Kermode	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mrs. Seibert	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mrs. Sosiak	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent
Mrs. Graham Charkosky, President	X Yea	<u> </u> Nay	<u> </u> Abstain	<u> </u> Absent

The President declared the motion carried.

Motion by Mrs. Sosiak, seconded by Mr. Endress, to Elect Mr. Gipson as Board Vice President

Roll Call of Said Motion:

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

The President declared the motion carried.

Motion by Mrs. Seibert, seconded by Mr. Artbauer, to Elect Mr. Kermode as Board Secretary

Roll Call of Said Motion:

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

The President declared the motion carried.

OLD BUSINESS

Mr. Costello discussed RC-2 and RC-3 and possibly forming a records committee.

Mr. Artbauer asked that the Board of Trustees send a thank you note to each of the nine students who performed their Dear Ukraine poems for the Trustees.

The Board held a discussion regarding additional inclusivity language in the Strategic Plan. The Board asked Mr. Crawford to change the front cover of the Strategic Plan to include people.

Motion by Mrs. Seibert, seconded by Mr. Artbauer, to Adopt Library Strategic Plan 2023-2027

Roll Call of Said Motion:

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

The President declared the motion carried.

Motion by Mrs. Seibert, seconded by Mr. Artbauer, to Proceed in Executive Session to Discuss Personnel Matters

Roll Call of Said Motion:

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

The President declared the motion carried.

Time noted: 08:03 p.m.

Motion by Mr. Artbauer, seconded by Mrs. Sosiak, to Return to Open Session

Roll Call of Said Motion:

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

The President declared the motion carried.

Time noted: 08:48 p.m.

The Board of Library Trustees, Lakewood, Ohio Thursday, December 08, 2022

There being no further business, the meeting was adjourned at 8:49 p.m.

President

Secretary

Next Scheduled Meeting

Thursday, January 19, 2023

7:00 P.M

