

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
May 26, 2022
Main Library 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Dennis Johnson, Keith Jordan, 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 March 24, 2022, were approved on motion of Mr. Jordan, seconded by Mr. Alexander; all voted aye, motion carried.

Executive Director's Comments Mr. Kucsma opened his comments by observing a moment of silence for those effected by recent shootings in Buffalo and Uvalde. Kids and our communities deserve better, our families deserve better. The Library continues to be a place where the community can come together to work together on solutions. TLCPL invites children and families into public spaces, and we thank our Public Safety Officers for keeping those spaces safe. *Off the Shelf*, the Library's magazine, highlights the many ways TLCPL continues to be a beacon for our community. This month's edition contains information about Summer Read, the Nancy Drew celebration, and the Juneteenth Celebration scheduled for June 18th. Mr. Kucsma is very proud of the collaboration for the Juneteenth Celebration with the NAACP and Black Artists Coalition that will include a full day of activities. Washington Local Schools recently suffered a cybersecurity attack. Mr. Kucsma sent Superintendent Kadee Anstadt a text to see how the Library could help. TLCPL sprang into action providing space for the schools to meet, mobile hot spots for teachers and students. This was not an easy pivot for Public Service, but they did a great job with this challenging work.

Summer Sunday Hours The Community Relations and Services Committee recently met on Tuesday, May 17th, 2022, and reviewed a proposal from Library administration to adjust Sunday hours in branches. The Library has been collecting data around Sunday use of Library branches and is recommending that for the summer months, Sunday hours will continue at Sanger Branch only. The Sunday hours will begin on Sunday, June 5th. Sunday hours will return to Heatherdowns, Oregon, and Sylvania on Sunday, September 11th. Sunday hours will continue to be from 1 p.m. to 5 p.m. Mr. Jordan moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

Non-Library Levy Materials and Partisan Materials Display Policy Update As part of the regular review of Library policy, Library administration is sought Board approval for an update to the Non-Library Levy Materials Policy, which will be renamed the Non-Library Levy Materials and Partisan Materials Display Policy. The new policy outlines what election-bound partisan and nonpartisan materials will be acceptable for Library locations, as well as TLCPL's role in creating space for citizens to access election-based information. These proposed changes reflect a commitment to TLCPL's strategic priority to serve as a community connection and hub. Mr. Jordan moved for approval, seconded by Ms. Smith; all voted aye, motion carried.

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

Appointments

Employee	Agency	Grade	Salary	Date
Natalie Bostelman	Facilities & Operations	Gr F*	\$ 54,345.72	04/04/2022
Eric Krupa	Facilities & Operations	Gr G*	\$ 70,504.98	04/04/2022
Thomas Posadny	Human Resources	Gr G*	\$ 75,000.00	04/04/2022
Janet Rhodes	Local History & Genealogy	Gr G*	\$ 68,000.01	04/06/2022
Kristina Kopaniasz	Communications Innovations/Strategy	Gr F*	\$ 63,000.02	04/18/2022
Anthony Parker	Facilities & Operations	Gr 1A*	\$33,135.57	05/16/2022

Payroll Changes

Employee	From	To
04/03/2022	Washington	Washington
Allyson Ball	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A*	Gr 1A*
	CWA PT-II \$16.9925 Hourly	CWA PT-II \$33,135.38
04/03/2022	Holland	South
Johnnie Betts	Customer Service Clerk I	Librarian I/Youth Services
Promotion/Transfer	Gr 1A*	Gr 6C
	CWA LPT \$16.9925 Hourly	APLE PT-II \$22.3233 Hourly
04/03/2022	Washington	Reynolds Corners
Mary Pat Clark	Customer Service Clerk II	Customer Service Clerk II
Transfer	Gr 2A	Gr 2A
	CWA FT \$40,564.10	CWA FT \$40,564.10
04/03/2022	Mott	Point Place
Shelly Guerrero	Assistant Manager/Librarian IV	Manager/Librarian V
Promotion/Transfer	Gr G	Gr H
	Exempt FT \$76,153.55	Exempt FT \$79,961.31
04/03/2022	West Toledo	Ready To Read
Jozlyn Heckel	Librarian I/Teen Services	Early Literacy Specialist
Promotion/Transfer	Gr 6C	Gr 7C
	APLE PT-II \$25.8420 Hourly	APLE PT-II \$27.1341 Hourly
04/03/2022	Point Place	Kent
Jessica Luce	Manager/Librarian V	Acting Manager/Librarian VII
Acting Status	Gr H	Gr J
	Exempt FT \$85,547.28	Exempt FT \$89,824.61
04/03/2022	Children's Library	Ready To Read
Kathryn McGowan	Librarian II/Children's Services	K-3 Literacy Specialist
Promotion/Transfer	Gr 7C	Gr 8C
	APLE FT \$71,167.01	APLE FT \$74,725.37
04/03/2022	Oregon	Birmingham
Alyssa Minuto	Librarian I/Youth Services	Librarian I/Youth Services
Transfer	Gr 6C	Gr 6C
	APLE FT \$55,557.06	APLE FT \$55,557.06
04/03/2022	Birmingham	Ready to Read
Elisia Miranda	Librarian I/Youth Services	Early Literacy Specialist
Promotion/Transfer	Gr 6C	Gr 7C

	APLE FT \$58,335.03	APLE FT \$61,251.84
04/03/2022	West Toledo	Holland
Kelsi Roth	Customer Service Clerk I	Librarian II/Youth Services
Promotion/Transfer	Gr 1A*	Gr 7C
	CWA LPT \$16.9925 Hourly	APLE FT \$43,530.44
04/03/2022	South	Ready To Read
Emily Vicary	Librarian I/Youth Services	Early Literacy Specialist
Promotion/Transfer	Gr 6B	Gr 7B
	APLE PT-II \$24.6114 Hourly	APLE PT-II \$25.8420
04/17/2022	Maumee	Maumee
Julia Dawson	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A*	Gr 1A*
	CWA LPT \$16.9926 Hourly	CWA FT \$33,135.57
04/17/2022	Holland	Development Office
Talena Reynolds	Librarian II/Teen Services	Affinity Coordinator
Promotion/Transfer	Gr 7A	Gr G
	APLE FT \$69,431.51	APLE FT \$72,093.09
04/17/2022	Holland	Main Circulation
Sidney Vorasane	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A*	Gr 1A*
	CWA LPT \$16.9925 Hourly	CWA FT \$33,135.38
04/17/2022	Maumee	Point Place
Ashley Wilkins	Customer Service Clerk II	Customer Service Clerk II
Status Change/Transfer	Gr 2A	Gr 2A
	CWA PT-II \$20.8021 Hourly	CWA LPT \$20.8021 Hourly
04/17/2022	Oregon	Main Circulation
Sarah Wollstonecraft	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A*	Gr 1A*
	CWA LPT \$16.9926 Hourly	CWA FT \$33,135.57
05/01/2022	Sanger	Main Circulation
Julie Erhart-Walton	Supervisor Circulation Services III	Main Circulation
Promotion/Transfer	Gr E	Gr F
	Exempt FT \$65,534.63	Exempt FT \$68,811.41
05/01/2022	Mobile Services	Sanger
Tara LaScola	Supervisor Circulation Services III	Supervisor Circulation Services III
Transfer	Gr E	Gr E
	Exempt FT \$65,534.63	Exempt FT \$65,534.63
05/08/2022	Kent	Mott
Teresa Alvarado	Librarian II/Adult Services	Librarian II/Adult Services
Transfer	Gr 7C	Gr 7C
	APLE FT \$60,126.69	APLE FT \$60,126.69
05/08/2022	West Toledo	West Toledo
Nicole Cooke	Customer Services Clerk I	Librarian I/Teen Services
Promotion	Gr 1A*	Gr 6C
	CWA FT \$33,135.38	APLE FT \$43,530.44
05/08/2022	Main Circulation	Maumee
Kathryn Fletcher	Customer Service Clerk I	Librarian II/Youth Services

Promotion/Transfer	Gr 1A*	Gr 7C
	CWA FT \$35,153.43	APPLE FT \$43,530.44
05/08/2022	Kent	Technical Services
Jessica Luce	Acting Manager/Librarian VII	Supervisor Technical Services/Librarian V
Classification Change/	Gr J	Gr H
Transfer	Exempt FT \$89,924.61	Exempt FT \$85,547.28
05/08/2022	HR - Sub	Children's Library
Ana Rofkar	Sub Clerk	Librarian I/Children's Services
Promotion/Transfer	Grade 5	Gr 6C
	Sub Sub \$12.3506 Hourly	APPLE PT-II \$22.3233 Hourly
05/08/2022	Heatherdowns	Mobile Services
Sally Sherman-Weckerlin	Librarian II/Children's Services	Librarian II/Youth Services
Classification Change/	Gr 7A	Gr 7A
Transfer	APPLE FT \$69,431.51	APPLE FT \$69,431.51
05/08/2022	Heatherdowns	West Toledo
Linda Smith	Customer Service Clerk II	Customer Service Clerk II
Transfer	Gr 2A	Gr 2A
	CWA FT \$40,564.10	CWA FT \$40,564.10
5/15/2022	Maumee	Maumee
Catherine Al-Akhras	Librarian I/Adult Services	Librarian I/Teen Services
Status Change	Gr 6C	Gr 6C
Temporary	APPLE FT \$45,706.83	APPLE PT-II \$23.4394 Hourly
5/15/2022	West Toledo	Computers & Media
A'eisha Hearn	Librarian I/Children's Services	Manager/Librarian V
Promotion/Transfer	Gr 6A	Gr H
	APPLE FT \$64,699.80	CWA FT \$67,911.68
5/15/2022	Holland	Holland
Juliette Hebert	Librarian I/Youth Services	Librarian I/Teen Services
Classification Change	Gr 6C	Gr 6C
	APPLE FT \$47,992.23	APPLE FT \$47,992.23

Separations

	Employee	Agency	Date
Clerical	Michele Stelhorn	Birmingham	04/12/2022
	Dawn Knestrick	Point Place	04/29/2022
Librarian	Clara Talip – <i>Retirement</i>	Holland	04/08/2022
	Justin Tiell – <i>Termination</i>	Communications, Innovations/Strategy	04/05/2022
Librarian Associate	David Bush	Mott	05/26/2022
Manager	David Topoleski	Kent	04/11/2022
	Peter Hildebrandt – <i>Retirement</i>	Sylvania	06/04/2022
Supervisor	Alexis McNeal	Point Place	05/17/2022

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

Travel & Training Expenditures

Event	Date	Name	Amount
Reimagining School Readiness Workshop	April 12, 2022	Jozlyn Heckel, Kate McGowan, Elisia Miranda, Emily Vicary	\$120.00
Technical Services Retreat	April 13, 2022	Kristie Lanzotti	\$73.00
FOCUS 2022	April 19, 2022	Erin Baker, Lucas Camuso-Stall, Jason Kucsma	\$90.00
Affiliate Workshop	May 5, 2022	Talena Reynolds	\$274.37
Take 5 Conference	May 6, 2022	Joyce Souva	\$40.07
UNCF Luncheon	May 13, 2022	Lucas Camuso-Stall, Jason Kucsma	\$300.00
IMSE Comprehensive Orton-Gillingham Plus Training	June 27 – July 1, 2022	Kate McGowan	\$1,275.00

Tuition Expenditures

School	Name	Amount
University of Toledo	Celeste Felix	\$1500
Wayne State	Lindsey Crego	\$1500
Wayne State	Lauren Howald	\$1500

SAME Café Construction In March, the Board approved a five-year lease for SAME (So All May Eat) Café to utilize the café space at Main Library. As part of the approved lease, the Library will make modifications to the café that SAME Café will pay for. As a condition of the lease, Library administration solicited bids for the café renovation project. At noon on Wednesday, May 4th, sealed bids were received for this renovation project. The four responsive bidders were:

Comte Construction	\$150,300
The Spieker Company	\$169,000
Midwest Construction	\$173,600
The Lathrop Company	\$197,000

The Building and Grounds Committee recommended the Board approve the lowest responsive bidder, Comte Construction for \$150,300, as well as an addition 15% (\$22,545) to manage minor change orders typical of construction projects. Mr. Dansack moved for approval, seconded by Ms. Smith; all voted aye, motion approved.

Maumee Branch Roof Project On May 17th at noon, sealed bids were received for the replacement of the asphalt portion of roofing and small section of flat roof at the Maumee Branch Library. These areas of roofing are at the end of their useful life and need complete replacement. There was one responsive bidder.

Overhead Roofing & Sheetmetal	\$107,000 base bid
Additional unit costs include:	
\$175 per sheet of plywood replacement	

\$3,000 per 10 square foot asphalt to slate roof repairs

The Building and Grounds recommended the Board approve the Overhead Roofing & Sheetmetal bid at \$107,000 base bid as well as an additional 20% (\$21,400) to manage plywood replacement and asphalt slate repair. Mr. Dansack moved for approval, seconded by Mr. Alexander; all voted aye, motion approved.

Main Library Elevator Modernization Library administration had been evaluating options to modernize an elevator that failed in the northeast corner of Main Library. This elevator services staff areas providing accessibility from the basement up to the third floor. The manufacturer of this elevator is no longer in business and manufacturer support is no longer available. Due to ADA compliance challenges, current supply chain disruptions, and anticipated delays, the Building and Grounds Committee requested that the Board recognize the urgent necessity for Library administration to secure a contract with our current elevator service provider, Schindler Elevator, in the amount of \$234,647 plus an additional 5% (\$11,732) to modernize this elevator and make necessary building code related upgrades. Mr. Dansack moved for approval, seconded by Mr. Alexander; all voted aye, motion approved.

Financial Report The financial reports for the months ending March 31, 2022, and April 30, 2022, were accepted by the Board on motion of Ms. Smith, seconded by Mr. Jordan; all voted aye, motion passed.

Tax Receipts

March 2022

Opening Balance	\$10,163,763.60
Real Property Tax	5,905,766.48
March Public Library Fund	1,334,831.11
2022 Year to Date	\$17,404,361.19

April 2022

Opening Balance	\$17,404,361.19
Real Property Tax	1,205,087.67
April Public Library Fund	\$1,302,377.31
2022 Year to Date	\$19,911,826.17

Vouchers Approved The Board approved payment of the following schedule of Vouchers for March and April 2022 on motion of Mr. Jordan, seconded by Mr. Dansack; all voted aye, motion carried.

March 2022

General Fund	\$3,241,346.76
LSTA ARPA Grant	39,373.31
Building & Repair Fund	0.00
Capital Projects Note Fund	126,272.25
Total Health Care	368,992.67
Gift Funds	615.65
Trust Funds	1,774.00

Total: \$3,778,374.64

April 2022

General Fund	\$3,807,021.66
Coronavirus Relief Fund (CRF)	0.00
Building & Repair Fund	0.00
Capital Projects Note Fund	0.00
Total Health Care	299,626.19
Gift Funds	30.00
Trust Funds	2,574.87
Total:	\$4,109,252.72

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

March 2022

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$22,221,859.66
STAR @ 1.77%	127,543.74	0.00	
Huntington @ 0.20%	3,072,124.59	6,500,000.00	
March - Interest		1,337.24	
Ending Balance	\$3,199,668.33	\$6,501,337.24	\$21,523,528.57
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$16,786,132.24		
Building & Repair Fund	3,920,924.58		
Gift Fund	4,171,181.51		
Capital Projects Fund	645,290.24		
	\$25,523,528.57		

April 2022

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$25,523,528.57
STAR	4,000,000.00	790.82	
Huntington	2,549,036.15	1,900,000.00	
Fifth Third	0.00	4,000,000.00	
April- Interest		937.30	
Ending Balance	\$6,549,036.15	\$5,901,728.12	\$24,876,220.54
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$16,137,288.46		
Building & Repair Fund	7,921,282.14		
Gift Fund	172,142.75		
Capital Projects Fund	645,507.19		
	\$24,876,220.54		

Trust Fund Activity Trust Fund Activity was approved on motion of Mr. Dansack, seconded by Mr. Alexander; all voted aye, motion approved.

Opening Balance			\$650,000.00
No Activity			
Ending Balance	\$0.00	\$0.00	\$650,000.00

Resolution for Millage Certification The Finance Committee presented a resolution declaring it necessary to renew an existing 3.7-Mill Tax Levy for the purpose of current expenses of the Toledo Lucas County Public Library and requesting the Lucas County Auditor to certify the total current tax valuation of the territory served by the Toledo Lucas County Public Library and the dollar amount of revenue that would be generated by that renewal levy. Ms. Smith moved approval of Resolution 03-2022 for Millage Certification, seconded by Mr. Jordan; all voted aye by roll call vote, motion carried. **Note: A copy of Resolution 03-2022 is attached to these minutes.**

Modifications to 2022 Appropriation Schedule In consultation with Administration, the Finance Committee recommended the following modification to reconcile Library line-item accounts. Prior verbal approval was given in March and April. Ms. Smith moved for approval, seconded by Mr. Alexander; all voted aye, motion approved.

From:

101.000.53310	Building Repairs	\$25,000
101.000.53710	Management Consultants	\$10,000
101.000.53720	Speakers and Lecturers	\$25,000
101.000.53990	Other Purchased Services	\$10,000
401.000.55410	Building Improvement	\$1,000
401.000.55515	IT Furniture/Equipment	\$10,000
401.000.55520	Computer Software/Licenses	\$5,000

To:

101.000.53110	Travel - In District	\$20,000
101.000.53130	Travel - Conference/Meeting	\$30,000
101.000.53410	Property Insurance	\$10,000
101.000.53420	Liability Insurance	\$3,000
101.000.53440	Fidelity Bonds Insurance	\$7,000
401.000.53730	Architects/Engineers	\$16,000

Staff Organizations Brief remarks were heard from Teresa Alvarado, APLE representative, and Jon Henley, CWA representative.

Adult Services Update Allison Fiscus, Adult Services Coordinator, reported on Adult Programs at TLCPL. Adult programming focuses on the Libraries Strategic priorities.

- Programs are chosen with the intent to remove barriers to learning
- Centrally planned to ensure equity throughout the county
- External presenters utilized for topics outside the Library's scope
- Local talent and knowledge

Regular Meeting, June 23, 2022, Main Library Mr. Johnson announced that the next regular meeting of the Board would be on Thursday, June 23, 2022, 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. Alexander; all voted aye, meeting adjourned at 9:06 a.m.

Approved by: _____
Jesus Salas, President

Attested by: _____
Michael Dansack, Secretary

Date: June 23, 2022