

**Toledo Lucas County Public Library  
Minutes of Board of Trustees Meeting  
June 23, 2022  
Main Library 8:30 a.m.**

**Present** Michael Dansack, Dennis Johnson, Keith Jordan, Sheila Odesky, Jesus Salas

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

**Minutes** The minutes of the regular meeting May 26, 2022, were approved on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

**Executive Director's Comments** There are many activities going on right now, as evidenced by the information in the accompanying Board Packet. The Juneteenth event that was held on Saturday, June 18<sup>th</sup> was well-attended and well-received. The Authors! event held on Tuesday with Kim Kelly was also well-attended and well-received. Last month the Library celebrated Asian-American and Pacific Islander Heritage Month, *Cooking with Irena* was one of the featured programs you will see featured in this month's Board Report. In July, TLCPL will begin the series *Better Toledo*, designed for adults, a professional and personal development program. Certificates will be provided for those that attend the Library events.

**Language Access Policy and Plan** The Community Relations & Services Committee met and reviewed the new Language Access Policy and Plan which is the formal policy of the work that the Library has done and will continue to do to provide English Language Learners (ELL) meaningful access to TLCPL services and activities. Mr. Jordan moved the board approve the policy, seconded by Mr. Johnson; all voted aye, motion carried.

**The complete policy is attached to these official minutes.**

**Programming Policy** The Community Relations & Services Committee reviewed the new Programming Policy. This policy is the companion to the to the Library's Collection Development Policy. This policy outlines how TLCPL makes decisions about what programs are offered to the community. Information on how individuals may challenge a program is also part of the policy. This policy formalizes work that has been ongoing at the Library for programming. Mr. Jordan moved for approval of the policy, seconded by Mr. Johnson; all voted aye, motion carried.

**The complete policy is attached to these official minutes.**

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

**Appointments**

Employee	Agency	Grade	Salary	Date
Anthony Parker	Facilities & Operations	Gr 1A*	\$ 33,135.57	05/16/2022
Molly Evans-Penn	Children's Library	Gr 7C	\$ 52,000.07	06/13/2022
Jade Garcia	King	Step 1	\$ 9,500.00	06/13/2022
Nicole Grisham	Oregon	Gr 6C	\$ 43,530.44	06/13/2022
Jessica Hoffman	West Toledo	Gr 7C	\$ 52,000.07	06/13/2022
Alisa Warton	King	Step 1	\$ 9,500.00	06/13/2022

Olivia Wood	Heatherdowns	Step 1	\$ 9.5000	06/13/2022
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### Payroll Changes

Employee	From		To	
05/29/2022	Mott		Mott	
Mikaela Buck	Customer Service Clerk I		Customer Service Clerk I	
Status Change	CWA	Gr 1A	CWA	Gr 1A
	LPT	\$16.9925 Hourly	FT	\$33,135.38
06/05/2022	Fact & Fiction		Sylvania	
Erin Connolly	Manager/Librarian VII		Manager/Librarian VII	
Transfer	Exempt	Gr J	Exempt	Gr J
	FT	\$104,267.28	FT	\$104,267.28
05/29/2022	Sylvania		Birmingham	
Marcella Dillin	Customer Service Clerk II		Customer Service Clerk II	
Transfer	CWA	Gr 2	CWA	Gr 2
	PT-II	\$22.0610 Hourly	PT-II	\$22.0610 Hourly
05/29/2022	Locke		Heatherdowns	
Michelle Gaynor	Customer Service Clerk II		Customer Service Clerk II	
Status Change/	CWA	Gr 2	CWA	Gr 2
Transfer	LPT	\$21.1019 Hourly	FT	\$41,148.71
05/29/2022	Mott		Washington	
Brittany Goldsmith	Customer Service Clerk I		Customer Service Clerk I	
Status Change/	CWA	Gr 1A*	CWA	Gr 1A*
Transfer	FT	\$36,207.80	PT-II	\$18.5681 Hourly
05/29/1901	Heatherdowns		Maumee	
Olivia Ruffin	Customer Service Clerk I		Customer Service Clerk I	
Transfer	CWA	Gr 1A*	CWA	Gr 1A*
	PT-II	\$16.9925 Hourly	PT-II	\$16.9925 Hourly
6/12/2022	Maumee		Main Circulation	
Julia Dawson	Customer Service Clerk I		Customer Service Clerk I	
Transfer	CWA	Gr 1A*	CWA	Gr 1A*
	FT	\$33,135.57	FT	\$33,135.57
6/12/2022	Reynolds Corners		Mobile Services	
Leigh Dorr	Supervisor Circulation Services I		Supervisor Circulation Services III	
Promotion/Transfer	Exempt	Gr C	Exempt	Gr E
	FT	\$41,937.68	FT	\$49,752.89
6/12/2022	Sylvania		Sylvania	
Jennipher McConnell	Customer Service Clerk II		Customer Service Clerk II	
Status Change	CWA	Gr 2	CWA	Gr 2
	LPT	\$21.6284 Hourly	PT-II	\$21.6284 Hourly
6/19/2022	Maumee		Mott	
Megan Gankosky	Assistant Manager/Librarian IV		Acting Manager/Librarian VII	
Acting	Exempt	Gr G	Exempt	Gr G

Status/Temporary				
Transfer	FT	\$59,972.84	FT	\$62,971.55

**Separations**

	Employee	Agency	Date
Clerical	Keshawn Jones	Holland	05/31/2022
Custodian	Anthony Parker	Facilities & Operations	06/10/2022

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

Event	Date	Name	Amount
TMACOG Annual Meeting	April 25, 2022	Lucas Camuso-Stall	\$14.00
Mazza Summer Conference	July 11 – July 13, 2022	Cindy Vanderbrink	\$468.00
Certification in Nonprofit Management Course	September 27, 2022 – August 22, 2023	Terwase Ngur	\$750.00
OLC Conference and Expo	September 28 – 30, 2022	Angela Bronson, Abby Byers, Lauren Howald, Colleen McBride, Bobbie Patridge, Rebecca Roberts	\$1236.50

**Motor Vehicle Use Policy Update** The Personnel Committee reviewed changed to the Motor Vehicle Policy that was last updated in 2005. Updates to this policy are required to align the Library with current insurance practices and enhance the insurability of the Library and its employees. Changes to this policy include a motor vehicle record check for TLCPL employees who operate Library owned vehicles and who use their personal vehicles for Library business. Mrs. Odesky moved for approval, seconded by Mr. Johnson; all voted aye, motion carried. **The complete policy is attached to these official minutes.**

**Financial Report** The financial reports for the month ending May 31, 2022, were accepted by the Board on motion of Mr. Johnson, seconded by Mr. Dansack; all voted aye, motion carried.

**Tax Receipts May 2022**

Opening Balance	\$19,911,826.17
Real Property Tax	0.00
May Public Library Fund	\$ 2,292,396.55
2022 Year to Date	\$22,204,222.72

**Vouchers Approved** The Board approved payment of the following schedule of vouchers for May 2022 on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

General Fund	\$2,916,591.18
LSTA ARPA Grant	60,931.93
Building & Repair Fund	11,319.50
Capital Projects Note Fund	11,753.00
Total Health Care	438,951.18
Gift Funds	0.00
Trust Funds	1,020.88
Total:	\$3,440,567.67

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$24,876,220.54
STAR @ 1.77%	11,753.00	0.00	
Huntington @ 0.20%	2,338,179.62	2,300,000.00	
PNC	60.00	0.00	
May- Interest		1,483.92	
Ending Balance	\$2,349,992.62	\$2,301,483.92	\$24,827,711.84
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 16,111,489.70		
Building & Repair Fund	7,910,545.42		
Gift Fund	171,495.14		
Capital Projects Fund	634,181.58		
	\$24,827,711.84		

**Trust Fund Activity** Trust Fund Activity was approved on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

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

**Resolution No. 04 – 2022 for Levy Renewal Request** At last month’s meeting, Resolution 03 – 2022 was passed requesting the County Auditor to certify the amount of revenue that would be generated by a 3.7 mill renewal. The certification has been received from the Auditor. Mr. Johnson moved approval, Mrs. Odesky seconded and all voted aye via roll call vote and motion carried to adopt a resolution determining to proceed with a request to the Board of County Commissioners of the County of Lucas to submit to the electors residing within the boundaries of the Toledo Lucas County Public Library the question of the renewal of an existing 3.7-mill tax

levy for the purpose of current expenses of the Toledo Lucas County Public Library, for five years, pursuant to Sections 5705.03, 5705.23 and 5705.25 of the revised code.

**Note: A copy of the resolution is attached to these official minutes.**

**2023 Estimated Budget Request** The Finance Committee reviewed the proposed Budget Request for 2023. The request complies with State Law and must be transmitted to the Lucas County Budget Commission on or before July 15, 2022. Mr. Johnson moved for the Board to approve the proposed 2023 Budget request, seconded by Mr. Dansack; all voted aye, motion carried.

**Request for Increase to the 2022 Revenue Budget and Appropriations Financial Report** Administration requested that the Board increase the 2022 Revenue Budget for the following item:

Increase 2022 Revenue Budget by:		
736.000.46110	Restricted Gifts	\$172,845
Increase the 2022 Appropriations Schedule by:		
736.000.55410	Building Improvements	\$172,845

Mr. Johnson moved for approval, seconded by Mrs. Odesky; all voted aye, motion carried.

**Modification to the 2022 Appropriation Financial Report** The Finance Committee in consultation with Administration recommended the following modifications to the Annual Appropriations Financial Report to reconcile line item accounts:

<u>From:</u>		
101.000.53310	Building Repairs	\$78,000
101.000.53990	Other Purchased Services	\$10,000
<u>To:</u>		
101.000.53740	Accounting Service	\$8,000
101.000.53760	Tax Collection	\$60,000
101.000.53790	Other Professional Services	\$20,000

Mr. Johnson moved for approval, seconded by Mr. Jordan; all voted aye, motion carried.

**Sylvania Road Expansion** The City of Sylvania is moving forward with a road widening project at the intersection of Monroe Street and Silica Drive in 2023. Property owners abutting the areas being widened have been provided by the City of Sylvania with a *Notice of Intent and Good Faith Offer* to acquire a portion of their property as well as for providing a temporary construction easement. Under guidance of legal counsel and to prevent eminent domain from being exercised, the Building and Grounds Committee recommended the Board transfer ownership of parcels 020-WD,T and 018-WD,T to the City of Sylvania, agree to a temporary construction easement on both parcels and to accept the Good Faith offer of \$19,443 for the parcels and temporary easements. Mr. Dansack moved for approval, seconded by Mr. Johnson; all voted aye, motion carried.

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

**Youth Services Update** Nancy Eames, Youth Services Coordinator, reported on Youth Programs at TLCPL. Youth programming at the Library focuses on two of Strategic Priorities:

- Help children learn to read
- Help students succeed

Programs such as Summer Read, Reading Support, Ready to Read, and TutorSmart are just a small sample of the offerings that are making an impact in the community. The Nancy Drew celebration on July 15<sup>th</sup> is also an exciting program coming up for both children and adults.

**Regular Meeting, July 28, 2022, Main Library** Mr. Salas announced that the next regular meeting of the Board would be on Thursday, July 28, 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. Salas asked for a motion to adjourn the meeting. Motion made by Mr. Johnson, seconded by Mrs. Odesky; all voted aye, meeting adjourned at 9:05 a.m.

Approved by: \_\_\_\_\_  
Jesus Salas, President

Attested by: \_\_\_\_\_  
Michael Dansack, Secretary

Date: \_\_\_\_\_  
August 25, 2022