

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
August 25, 2022
Main Library 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Jesus Salas, Kendra Smith

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 June 23, 2022, were approved on motion of Ms. Smith, seconded by Mr. Dansack; all voted aye, motion carried.

Resolution 05-2022 The Board unanimously adopted a Resolution of Appreciation honoring Melanie Kleinfelter on motion of Mr. Dansack, seconded by Mr. Alexander. Mrs. Kleinfelter has served TLCPL since 1984 when she started her career as a children’s librarian at Sylvania. During her career at the Library Mrs. Kleinfelter served at Holland and Sanger branches before transferring to Point Place in 1999. She would serve the Point Place community for the remainder of her Library career. Mrs. Kleinfelter increased storytime attendance and made the Point Place branch a welcoming and comfortable environment.

Executive Director’s Comments Mr. Kucsma congratulated Melanie Kleinfelter for everything she has done for TLCPL and the Point Place branch. There are two areas that he wanted to share with everyone. The Board Packets are full this month due to not having a meeting in July, they are full of community engagement that has been happening across the county. The Nancy Drew Sleuths Convention and Sister Cities Exhibit are mentioned. Last week the Mott Branch hosted the Toledo Opera for “Blue Day,” which featured performances and interviews on WGTE along with storytimes in advance of their production of the opera, *Blue*. There were celebrations across the system for Summer Read. We expect Same Café will have a soft open in September. These are all examples of the strategic road map and staff doing what they do best at the library. Other recent engagements with the community include riding in the Jeep Fest parade, and last weekend having over fifty people participate in the Toledo Pride parade, a very special day in Toledo. Friends of the Library (FOL) are driving the Library Levy Campaign. In your Board Packets there is a bookmark for the levy campaign, which is a tool for staff to talk to people in the community about library services. This bookmark is a good example of the educational work that staff can do about what the levy means, not advocacy work. The book sales that FOL holds do great business and have set a good financial foundation for the campaign. In a departure from past campaigns, FOL is running a 21st Century library campaign—lowering expectations on staff to volunteer on the campaign after work hours. The strongest contribution staff make to the campaign is the incredible customer service they deliver every day. FOL has hired a campaign strategist and coordinator to drive the day-to-day activities such as coordinating volunteers and distributing yard signs. Please join FOL at the levy kick-off on September 8th at noon.

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
Tyra Jones	Heatherdowns	Gr 6C	\$43,530.44	06/27/2022
Michelle Smith Shelton	Kent	Gr J*	\$80,364.57	06/27/2022
Odell Brown	Facilities & Operations	Gr 1A*	\$33,135.57	07/11/2022
Trinity Enoch	Holland	Step 1	\$9.5000	07/18/2022
Abigail McLinden	Washington	Step 1	\$9.5000	07/18/2022
Hannah Markin	Maumee	Step 1	\$9.5000	07/25/2022
Mary McCarthy	West Toledo	1A*	\$16.9926	07/25/2022
Samantha Nessif	Waterville	1A*	\$16.9926	07/25/2022
Karen Tietz	Birmingham	1A*	\$16.9926	07/25/2022
Caitlin Wells	Holland	1A*	\$16.9926	07/25/2022
Rhonda Chillus	Human Resources	K*	\$90,000.11	08/08/2022
Ryan Dunn	HR – Sub	8.2	\$20.3474	08/08/2022
Claire Elsie	Holland	Step 1	\$9.5000	08/08/2022
Heather Hehl	HR – Sub	8.2	\$17.0093	08/08/2022
Jacob Kwiatkowski	Locke	1A*	\$16.9926	08/08/2022
Mary Beth McCreery	HR – Sub	8.2	\$20.3474	08/08/2022
Emily Seadin	HR – Sub	8.1	\$17.0093	08/08/2022
Keshawn Jones	HR – Sub	8.1	\$17.0093	08/18/2022

Payroll Changes

Employee	From	To
06/26/2022	Holland	Point Place
Morgan Blake	Customer Service Clerk I	Supervisor Circulation Services I
Promotion/Transfer	CWA Gr 1A*	Exempt Gr C
	FT \$39,565.50	FT \$41,937.68
06/26/2022	Waterville	Waterville
Emma Bodmer	Customer Service Clerk I	Customer Service Clerk I
Status Change	CWA Gr 1A*	CWA Gr 1A*
	LPT \$16.9926 Hourly	PT-I \$16.9926 Hourly
06/26/2022	King Road	Holland
Cade Clem	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	CWA Gr 1A*	CWA Gr 1A*
	LPT \$16.9925 Hourly	PT-II \$16.9925 Hourly
06/26/2022	Sanger	Sanger
Samantha Heinze	Page	Page
Increment	Page Step 1	Page Step 2
	Page \$9.5000 Hourly	Page \$10.0000 Hourly
06/26/2022	Mott	Mott
Elizabeth Nuhfer	Customer Service Clerk I	Customer Service Clerk I
Status Change	CWA Gr 1A*	CWA Gr 1A*
	LPT \$16.9925 Hourly	PT-II \$16.9925 Hourly
06/26/2022	Fact & Fiction	Fact & Fiction
Rebecca Stanwick	Assistant Manager/Librarian IV	Acting Manager/Librarian IV
Acting Status	Exempt Gr G	Exempt Gr G

Retro 06/05/2022	FT	\$67,883.99	FT	\$71,278.16
07/3/2022	Mobile Services		Kent	
Peter Wicks	Librarian I/Adult Services		Librarian I/Adult Services	
Transfer	APLE	Gr 6A	APLE	Gr 6A
	FT	\$61,561.11	FT	\$61,561.11
07/10/2022	Birmingham		Main Circulation	
Jasmine Gale	Customer Service Clerk I		Customer Service Clerk I	
Status Change/Transfer	CWA	Gr 1A*	CWA	Gr 1A*
	LPT	\$19.6989 Hourly	FT	\$38,412.86
07/24/2022	Main Circulation		Mott	
Julia Dawson	Customer Service Clerk I		Librarian I/Teen Services	
Classification Change/	CWA	Gr 1A*	APLE	Gr 6C
Transfer	FT	\$33,135.57	FT	\$43,530.44
07/24/2022	Mott		Holland	
Olivia Drees	Librarian I/Teen Services		Librarian I/Children's Services	
Classification Change/	APLE	Gr 6C	APLE	Gr 6C
Transfer	FT	\$43,530.44	FT	\$43,530.44
07/24/2022	Sanger		Reynolds Corner	
Matthew Klein	Customer Service Clerk I		Supervisor Circulation Services I	
Promotion/Transfer	CWA	Gr 1A*	Exempt	Gr C*
	FT	\$33,135.38	FT	\$41,937.68
07/24/2022	Business And Workforce		Business And Workforce	
Miramelinda Arribas-Douglas	Librarian I - Welcome TLC		Librarian III - Welcome TLC Specialist	
Reclassification	APLE	Gr 6C	APLE	Gr 7C
Retro 01/23/2022	FT	\$58,335.03	FT	\$61,251.84
07/29/2022	Mott		Maumee	
Megan Gankosky	Acting Manager/Librarian IV		Assistant Manager/Librarian IV	
Return to Former Position	Exempt	Gr G	Exempt	Gr G
	FT	\$62,971.55	FT	\$59,972.84

8/7/2022	Fact & Fiction		King	
Rebecca Stanwick	Acting Manager/Librarian IV		Assistant Manager/Librarian IV	
Return to Former	Exempt	Gr G	Exempt	Gr G
Classification/Transfer	FT	\$71,278.16	FT	\$67,883.99
8/7/2022	Waterville		Main Circulation	
Emma Bodmer	Customer Service Clerk I		Customer Service Clerk I	
Transfer	CWA	Gr 1A*	CWA	Gr 1A*
	PT-I	\$16.9926 Hourly	PT-I	\$16.9926 Hourly
8/7/2022	Maumee		Maumee	
Katherine Al-Akhras	Librarian I/Adult Services		Librarian I/Adult Services	
Return to Former Status	APLE	Gr 6C	APLE	Gr 6C
	PT-II	\$24.6114 Hourly	FT	\$47,992.17
8/7/2022	Mobile Services		Fact & Fiction	
Franco Vitella	Manager/Librarian VI		Manager/Librarian VII	
Promotion/Transfer	Exempt	Gr I	Exempt	Gr J
	FT	\$70,697.64	FT	\$76,949.73
8/7/2022	Substitutes		Maumee	
Darlene Nicholson	Substitute Clerk		Customer Service Clerk I	
Promotion/Transfer	Sub	Gr Step 5	CWA	Gr 1A*
	HR Sub	\$12.3506 Hourly	LPT	\$16.9926 Hourly
8/7/2022	Holland		Mobile Services	

Colleen McBride	Assistant Manager/Librarian IV		Manager/Librarian VI	
Promotion/Transfer	Exempt	Gr G	Exempt	Gr I
	FT	\$59,972.84	FT	\$70,687.64
8/7/2022	South		Holland	
Holley Jackson	Librarian I/Youth Services		Assistant Manager/Librarian IV	
Promotion/Transfer	APLE	Gr 6C	Exempt	Gr G
	FT	\$47,992.17	FT	\$59,972.84
8/7/2022	Oregon		Waterville	
Abby Byers	Librarian II/Adult Services		Assistant Manager/Librarian IV	
Promotion/Transfer	APLE	Gr 7C	Exempt	Gr G
	FT	\$54,536.82	FT	\$60,126.84
8/7/2022	Computers & Media		Mott	
Unique Britton	Librarian I/Adult Services		Assistant Manager/Librarian IV	
Promotion/Transfer	APLE	Gr 6A	Exempt	Gr G
	FT	\$64,639.17	FT	\$67,871.13
8/14/2022	Sanger		Communications, Innovation, & Strategy	
Samantha Heinze			Data & Web Solutions Architect	
Promotion/Transfer	Page	Gr Step 2	Exempt	Gr D
		\$10.000 Hourly	FT	\$45,664.91

Separations

	Employee	Agency	Date
Assistant Manager	Rebecca Stanwick	King	08/27/2022
Clerical	Raven Barrera	Waterville	07/07/2022
	Heather Mitchell – <i>Retro</i> 03/21/2022	HR – Sub	07/10/2022
	Brittany Johnson	Main Circulation	08/06/2022
Librarian	Mylynda Gray – <i>Retro</i> 03/06/2020	HR – Sub	07/10/2022
	Alyssa Minuto	Birmingham	08/12/2022
	Melanie Kleinfelter – <i>Retirement</i>	Point Place	09/30/2022
Supervisor	Sierra Webb	Mott	08/20/2022

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

Travel and Training

Event	Date	Name	Amount
Reimagining School Readiness	August 11, 2022	Kahlia Williams	\$180.75
Teen Think Tank	September 16, 2022	Johnnie Betts, Juliette Hebert	\$401.91
OLC Conference and Expo	September 28 – 30, 2022	Katie Al-Akhras, Cathy Bartel, Lauren Boeke, Ben Bolbach, Sarah Burnham, Julie Bursten, Cara Crocker, Leigh Dorr, Julie Erhart-Walton, Katherine Fletcher, Emily Fountain, Christina Gaydos, Jozlyn Heckel,	\$6087.000

		Katherine Heebsh, Jessica Hoffman, Ann Hurley, Kristi Kopanis, Rebecca Kramer, Jessica Luce, Rebecca Marsh, Rebecca Mate, Kate McGowan, Kelly Michalak, Kelly Plath, Morgan Rinckey, Carlye Seybold, Colleen Staerker, Regina Stevenson-Healy, Emily Vicary, Elisha Whitenack	
Board Member Accelerator	September 29 – 30, 2022	Terwase Ngur	\$89.00
Ohio Local History Alliance and Society of Archivists Conference	September 30, 2022	Janet Rhodes	\$392.00
Metro Library Director's Meeting	October 2 -3, 2022	Jason Kucsma	\$333.31

Tuition Expenditures

School	Name	Amount
Wayne State	Holley Jackson	\$1,500.00

Financial Report The financial reports for the months ending June 30, 2022, and July 31, 2022, were accepted by the Board on motion of Mr. Dansack, seconded by Ms. Smith; all voted aye, motion carried.

Tax Receipts June 2022

Opening Balance	\$22,204,222.72
Real Property Tax	0.00
June Public Library Fund	\$ 1,756,066.61
2021 Year to Date	\$23,960,289.33

Tax Receipts July 2022

Opening Balance	\$23,960,289.33
Real Property Tax	\$ 1,000,000.00
July Public Library Fund	\$ 1,880,771.57
2022 Year to Date	\$26,841,060.90

Vouchers Approved The Board approved payment of the following schedule of vouchers for June and July 2022 on motion of Mr. Alexander, seconded by Mr. Dansack; all voted aye, motion carried.

June 2022

General Fund	\$3,900,220.97
LSTA ARPA Grant	0.00

Building & Repair Fund	0.00
Capital Projects Note Fund	0.00
Total Health Care	341,584.42
Gift Funds	12,028.38
Trust Funds	11,150.69
Total:	\$4,264,984.46

July 2022

General Fund	\$3,382,185.45
LSTA ARPA Grant	0.00
Building & Repair Fund	0.00
Capital Projects Note Fund	22,500.00
Total Health Care	273,014.63
Gift Funds	0.00
Trust Funds	6,364.16
Total:	\$3,684,064.24

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

June 2022

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$24,827,711.84
STAR @ 1.77%		172,845.00	
Huntington @ 0.20%	4,580,202.33	1,772,845.00	
June - Interest		2,240.76	
Ending Balance	\$4,580,202.33	\$1,947,930.76	\$22,195,440.27
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 13,304,672.94		
Building & Repair Fund	7,911,413.32		
Gift Fund	344,573.38		
Capital Projects Fund	634,780.63		
	\$22,195,440.27		

July 2022

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$22,195,440.27
STAR @ 1.77%	34,528.38	4,000,000.00	
Huntington @ 0.20%	6,061,490.66	1,700,000.00	
PNC	60.00	0.00	
July - Interest		6,770.48	
Ending Balance	\$6,096,079.04	\$5,706,770.48	\$21,806,131.71
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 12,947,079.07		
Building & Repair Fund	7,912,906.21		

Gift Fund	332,977.72
Capital Projects Fund	613,168.71
	\$21,806,131.71

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

June 2022

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

July 2022

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

Staff Organizations Brief remarks were heard from Steve Nichols, APLE representative, and Jon Henley, CWA Representative.

Small Business and Non-Profit Services Zach Huber, Specialist Library, reported on the Small Business and Nonprofit Department at TLCPL and all the services they provide to the community. The newly formed department had only been working together for a few short months when it had to pivot for the COVID response. One of the department’s success stories is the Great Lakes Jazz Society that had been taken advantage of by a scam. TLCPL’s Small Business and Nonprofit department were able to help them gain 501(c)3 status and receive sponsorship from the city of Toledo for the inaugural festival.

Regular Meeting September 22, 2022, Main Library Mr. Salas announced that the next regular meeting of the Board would be on Thursday, September 22, 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 Ms. Smith, seconded by Mr. Alexander; all voted aye, meeting adjourned at 9:01 a.m.

Approved by: _____
Jesus Salas, President

Attested by: _____
Michael Dansack, Secretary

Date: _____
September 22, 2022