

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
October 28, 2021
Main Library 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Keith Jordan, Jesus Salas, Susan Savage

Roll Call The meeting was called to order by Mrs. Savage at 8:38 a.m. followed by roll call.

Minutes The minutes of the regular meeting September 23, 2021, were approved on motion of Mr. Salas, seconded by Mr. Alexander; all voted aye, motion carried.

Policy and Records Retention Schedule Update As required per Chapter 149 of the Ohio Revised Code, the Records Commission met prior to the Board Meeting to discuss revisions to the Records Retention and Disposal Policy and Public Records Retention Schedule. The revision to the policy language complies with Chapter 149 of the Ohio Revised Code and updates to the retention schedule are in compliance with the Ohio Historical Connection and the Ohio Government Finance Officers Association. The Records Commission recommended the Board of Trustees adopt the revised Records Retention and Disposal Policy and Public Retention Schedule. Mrs. Savage moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

Note: A copy of the Policy and Retention Schedule is attached to these minutes.

Disposal of Records As Required per Chapter 149 of the Ohio Revised Code, the Fiscal Officer prepared a list of obsolete records to be disposed of and presented the list to the Records Commission at the annual meeting held before the Board Meeting on October 28, 2021. The Records Commission recommended that the Board of Trustees approve the disposal of obsolete records as supplied by the Fiscal Officer. Mrs. Savage moved for approval, seconded by Mr. Salas; all voted aye, motion carried.

Note: A list of records to be disposed of is attached to these minutes.

Executive Director's Comments The Director thanked everyone for their compliance wearing masks, as staff and guests will be wearing them until Lucas County COVID levels drop below the "HIGH" classification. Hopefully, they will be removed soon. Mr. Kucsma wants to highlight the collaboration across TLCPL this month. The Holding Project has had an amazing response at a couple of different branches. The Bethany House Silent Witness project at Main Library focuses on domestic violence and puts an additional light on victims during the time of COVID. Both were mentioned in the Board Report. The Business and Workforce team has collaborated with over 70 customers and businesses in their first month of working in doing outreach at branches. Research from the Institute of Museum and Library Services came across the Director's desk yesterday that headlines the role of the museums and libraries in creating a healthier and more equitable America. This was a multi-year, multi-market study that shows how libraries contribute to social wellbeing. The study shows the cultural opportunity libraries have and has a direct connection to the Library's strategic priority of being a community hub and

connector. Mr. Kucsma recently presented at the Rotary and the feedback was clear that TLCPL’s priorities are on the right track.

Main Library and Branches Expansion of Operating Hours The Library reduced hours at the beginning of the pandemic to address staffing shortages and in anticipation of reduced foot traffic. Library administration met with the Community Relations and Services Committee on Thursday, October 21st, 2021 to propose an increase to Library service hours. Library administration recommends adding 120 hours of service per week, plus 16 hours per week on Sunday. Increased operating hours include:

- Birmingham, Lagrange, Locke, Point Place, South, Toledo Heights
Monday, Tuesday 9:00 a.m. – 8:30 p.m.
Wednesday, Thursday, Friday 9:00 a.m. – 5:30 p.m.
- Heatherdowns, Holland, Kent, King, Main, Maumee, Mott, Oregon, Reynolds
Corners, Sanger, Sylvania, Washington, Waterville, West Toledo
Monday, Tuesday, Wednesday, Thursday 9:00 a.m. – 8:30 p.m.
Friday and Saturday 9:00 a.m. – 5:30 p.m.
- Sundays the following locations will be open from 1 p.m. – 5 p.m.:
Heatherdowns, Oregon, Sanger, Sylvania

This new schedule provides increased hours to provide better service to Library customers and allows for more equity in access in all parts of the county. Mr. Jordan moved for approval; seconded by Mr. Dansack; all voted aye, motion carried. Mr. Dansack inquired when new hours would be in place. Mr. Kucsma verified that TLCPL would begin this schedule on January 3, 2022.

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

Appointments

Employee	Agency	Grade	Salary	Date
Mikaela Buck	Mott	Gr 1A*	\$16.9925	10/04/2021
ShaSeanna Eggleston	West Toledo	Gr 1A*	\$16.9925	10/04/2021
James Keith	Lagrange	Gr 1A*	\$16.9925	10/04/2021
Sherri Laws	Reynolds Corners	Gr 1A*	\$16.9925	10/04/2021
Elizabeth Nuhfer	Mott	Gr 1A*	\$16.9925	10/04/2021
Allyson Ball	Washington	Gr 1A*	\$16.9925	10/18/2021
Melinda Lesniewicz	Oregon	Gr 6C	\$41,856.23	10/18/2021
Baily Managhan	Main Circulation	Gr 1A*	\$16.9925	10/18/2021
Lauren Reynolds	Washington	Gr 1A*	\$16.9925	10/18/2021
Brenna Rigsby	Main Circulation	Gr 1A*	\$16.9925	10/18/2021
Georgina Sanchez Brown	HR	Gr 1A*	\$16.9925	10/18/2021

Payroll Changes

Employee	From	To
10/03/2021	Main Circulation	Toledo Heights
Guadalupe Ayala	Supervisor Circulation Services II	Supervisor Circulation Services II
Transfer	Gr E St 6	Gr D St 8
	Exempt FT \$58,498.41	Exempt FT \$57,619.55

10/03/2021	West Toledo	Sylvania
Amber Bertram	Librarian II/Adult Services	Librarian II/Adult Services
Return to Former Position	Gr 7B St 8	Gr 7B St 8
	APLE FT \$65,005.91	APLE FT \$65,005.91
10/03/2021	Reynolds Corners	Sanger
Stacey Bodmer	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A St 5	Gr 1A St 5
	CWA LPT \$19.1252 Hourly	CWA FT \$37,294.31
10/03/2021	Kent	Mott
David Bush	Librarian Associate	Librarian Associate
Transfer	Gr 5A St 8	Gr 5A St 8
	APLE FT \$46,769.30	APLE FT \$46,769.30
10/03/2021	Sanger	Development Office
Brandy Cranon-Wyatt	Customer Service Clerk II	Administrative Assistant II
Promotion/Transfer	Gr 2A St 5	Gr F St 1
	CWA FT \$39,382.75	Exempt FT \$52,255.58
10/03/2021	Kent	Mott
Celeste Felix-Taylor	Regional Manager	Regional Manager
Transfer	Gr K* St 1	Gr K* St 1
	Exempt FT \$80,556.92	Exempt FT \$80,556.92
10/03/2021	West Toledo	Main Circulation
Jennifer Green	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A* St 1	Gr 1A* St 1
	CWA PT-I \$16.9925 Hourly	CWA FT \$33,135.49
10/03/2021	Kent	Mott
Shelly Guerrero	Assistant Manager/Librarian IV	Assistant Manager/Librarian IV
Transfer	Gr G St 5	Gr G St 5
	Exempt FT \$67,793.33	Exempt FT \$67,793.33
10/03/2021	Washington	Main Circulation
Chariti Lockard	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A* St 2	Gr 1A* St 2
	CWA LPT \$17.5022 Hourly	CWA FT \$34,129.41
10/03/2021	Toledo Heights	Reynolds Corners
Ambrosia Myers	Page	Customer Service Clerk I
Promotion/Transfer	Step 1	Gr 1A* St 1
	Page Page \$9.0000 Hourly	CWA PT-II \$16.9925 Hourly
10/03/2021	Mott	Children's Library/Teen
Kim Penn	Manager/Librarian V	Manager/Librarian V
Transfer	Gr H St 5	Gr H St 5
	Exempt FT \$73,643.40	Exempt FT \$73,643.40
10/03/2021	Business/Workforce Development	Kent
David Topoleski	Manager/Librarian VII	Manager/Librarian VII
Transfer	Gr J St 7	Gr J St 7
	Exempt FT \$93,689.88	Exempt FT \$93,689.88
10/03/2021	Kent	Mott
Sierra Webb	Supervisor Circulation Services I	Supervisor Circulation Services I
Temporary - Multi Agency	Gr C St 3	Gr C St 4
	Exempt FT \$43,908.62	Exempt FT \$43,908.62

10/03/2021	Technical Services	Technical Services
Elisha Whitenack	Clerk II	Clerk III
Promotion	Gr 2 St 6	Gr 3 St 5
	CWA FT \$42,175.50	CWA FT \$43,440.54
10/17/2021	Lagrange	Sanger
Cara Crocker	Customer Service Clerk I	Librarian I/Youth Services
Promotion/Transfer	Gr 1A* St 2	Gr 6C St 1
	CWA FT \$34,129.41	APLE FT \$41,856.23
10/17/2021	West Toledo	Mott
Olivia Drees	Customer Service Clerk I	Librarian I/Teen Services
Promotion/Transfer	Gr 1A* St 1	Gr 6C St 1
	CWA FT \$33,135.49	APLE FT \$41,856.23
10/17/2021	Sanger	Kent
Danielle Hoover	Customer Service Clerk II	Customer Service Clerk II
Status Change/Transfer	Gr 2A St 5	Gr 2A St 5
	CWA PT-I \$20.1962 Hourly	CWA PT-II \$20.1962 Hourly
10/17/2021	Oregon	Kent
Andrew Scouten	Customer Service Clerk II	Librarian I/Youth Services
Promotion/Transfer	Gr 2A* St 4	Gr 6C St 1
	CWA FT \$38,235.51	APLE FT \$41,856.23
10/17/2021	Holland	Holland
Sidney Vorasane	Page	Customer Service Clerk I
Promotion	Step 2	Gr 1A* St 1
	Page Page \$9.5000 Hourly	CWA LPT \$16.9925 Hourly

Separations

	Employee	Agency	Date
Clerical	Deborah Wolcott	Heatherdowns	11/30/2021
Exempt	Kristina Ward	HR/Organization Development	11/12/2021

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

Event	Date	Name	Amount
OLC Convention and Expo	October 13 – 15, 2021	Erin Baker	\$1289

Financial Report The financial reports for the month ending September 30th, 2021, were accepted by the Board as presented on motion of Mr. Alexander, seconded by Mr. Jesus; all voted aye, motion carried.

Tax Receipts September

Opening Balance	\$38,166,334.61
Real Property Tax	\$1,261,640.68
Public Library Fund	\$1,615,182.39

2020 Year to Date

\$41,043,157.68

Vouchers Approved The Board approved payment of the following schedule of Vouchers for September 2021 on motion of Mr. Alexander, seconded by Mr. Jordan; all voted aye, motion carried.

General Fund	\$2,843,128.10
Coronavirus Relief Fund (CRF)	0.00
Coronavirus Relief Fund	0.00
Building & Repair Fund	66,622.00
Capital Projects Note Fund	163,909.26
Total Health Care	416,453.08
Gift Funds	819.50
Trust Funds	667.50
Total:	\$3,491,599.44

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$27,065,729.68
STAR @ 1.77%	231,350.76	0.00	
Huntington @ 0.20%	2,429,310.50		
September - Interest		310.01	
Ending Balance	\$2,660,661.26	\$310.01	\$24,405,378.43
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 18,219,857.90		
Building & Repair Fund	4,087,783.53		
Gift Fund	172,613.88		
Capital Projects Fund	978,940.80		
	\$23,459,196.11		

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$650,000.00
No Activity			
Ending Balance	\$0.00	\$0.00	\$650,000.00

Auditors Award with Distinction Presentation Lorie Brodie, Regional Liaison from Ohio Auditor of State Keith Faber’s office, presented the Library with the Ohio Auditor of State Award with Distinction for excellence in financial reporting. There are over 6,000 organizations in Ohio that are audited each year and only 3-5% are eligible for this award. This award shows the fiscal integrity of the Library and the Board accounting for every dollar.

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

Regular Meeting, November 18, 2021, Main Library Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, November 18, 2021, 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, Mrs. Savage asked for a motion to adjourn the meeting. Motion made by Mr. Alexander, seconded by Mr. Dansack; all voted aye, meeting adjourned at 9:12 a.m.

Approved by: _____
Susan Savage, President

Attested by: _____
Dennis Johnson, Secretary

Date: _____
December 16, 2021