

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
December 16, 2021
Main Library 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Dennis Johnson Keith Jordan, Sheila Odesky, Susan Savage

Roll Call The meeting was called to order by Mrs. Savage at 8:30 a.m. followed by roll call.

Minutes The minutes of the regular meeting October 28, 2021, were approved on motion of Mr. Dansack, seconded by Mr. Jordan; all voted aye, motion carried.

Resolution 07 – 2021 The Board unanimously adopted a Resolution of Appreciation honoring Sue Pohlman on motion of Mrs. Savage, seconded by Mr. Alexander; all voted aye, motion carried. Mrs. Pohlman has for twenty-nine years met the highest expectations in her position as Circulation Clerk and a Customer Service Clerk. Mrs. Pohlman served at Birmingham, Heatherdowns and Waterville branches where she currently works. Mrs. Pohlman has received many accolades for her dedication to the Library system.

Resolution 08 – 2021 The Board unanimously adopted a Resolution of Appreciation honoring Deborah Wolcott on motion of Mrs. Savage, seconded by Mr. Dansack; all voted aye, motion carried. Ms. Wolcott served TLCPL for thirty-two years, beginning her career as a Circulation Clerk at the Maumee Branch. Ms. Wolcott spent most of her career at the Heatherdowns Branch, as a Circulation Clerk and then as a Customer Service Clerk III, where she consistently displayed a calm demeanor, was reliable and knowledgeable of her, and was cheerful when assisting customers.

Resolution 09 – 2021 The Board unanimously adopted a Resolution of Appreciation honoring Meg Delaney on motion of Mrs. Savage, seconded by Mr. Johnson; all voted aye, motion carried. Mrs. Delaney has served TLCPL for twenty-nine years. During her service to TLCPL Mrs. Delaney served as a Librarian in the Literature Department at Main Library, Assistant Manager at Washington Branch, Manager at Sanger Branch. She returned to TLCPL in 2005 as Manager of the Humanities Department and was promoted to Manager of Main Library in 2011. In 2020 she became a Regional Manager and Manager of Main Library. She has been a frequent presenter at national library conferences, was a member of the leadership team for the Library's 5-year Strategic Plan and was a driver for the vision of the most recent Main Library renovation. Mrs. Delaney has been determined to make Main Library a downtown Toledo hub and a welcoming place for everyone.

Nominating Committee Mrs. Savage suggested the following trustees as members of the Nominating Committee, to prepare a slate of officers for consideration at the next organizational meeting of the Board on January 27, 2022.

Nominating Committee

Chairperson: Michael Dansack, Chairman
Keith Jordan
Sheila Odesky

Executive Director's Comments The Executive Director is filled with gratitude for the care and dedication that is put into the work that staff do every day. It is the cornerstone for what they do. Thank you to Sue, Deborah and Meg who have contributed to the Library in their own unique ways and for their exemplary service. Welcome to Irene Blue who joins TLCPL from ABLE, where she was the Human Resources Director. The Board report shows all the incredible ways the Library continues to thrive in serving the community. The Director read a comment from a FaceBook Group that discussed Main Library. The comment stated that the Children's Library was like a "Disney World for kids," and that the gift shop was amazing—"Main Library is a great place to explore and worth the twenty-minute trip." TLCPL was notified that they have been awarded a ULC Innovation Award for the work in early childhood literacy through local NICU's and Ready to Read. This will be shared more widely in the Library community in January.

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

Appointments

Employee	Agency	Grade	Salary	Date
Sarah Christman	Facilities & Operations	Gr 1A*	\$33,135.49	11/15/2021
Nicholas DeVera	Facilities & Operations	Gr 1A*	\$33,135.49	11/15/2021
William Johnson	Point Place	Gr 6C	\$41,856.23	11/15/2021
Kahlia Williams	Kent	Gr 7C	\$47,563.93	11/15/2021
Ginger Darrow	HR - Sub	Gr 8	\$19,554.8	11/20/2021
Irene Blue	Director HR/Organizational Development	Gr N*	\$121,145.45	12/06/2021
Kyle Ward	Facilities & Operations	Gr 6A*	\$43,512.36	12/06/2021

Payroll Changes

Employee	From	To
10/31/2021	Youth Services	Youth Services
Lauren Boeke	Librarian I/Children's Services	Assistant Youth Service Coordinator
Promotion	Gr 6B St 9	Gr I St 1
	APLE PT-II \$30,355.6 Hourly	Exempt FT \$67,978.54
10/31/2021	HR - Sub	Sanger
Georgina Sanchez Brown	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A*	Gr 1A*
	CWA LPT \$16,992.5 Hourly	CWA LPT \$16,992.5 Hourly
11/14/2021	Waterville	Technical Services
Emily Fountain	Customer Service Clerk II	Clerk II
Classification Change/	Gr 2A	Gr 2A
Transfer	CWA FT \$39,382.75	CWA FT \$39,382.75
12/6/2021	West Toledo	Mobile Services
A'eisha Hearn	Librarian I/Generalist	Librarian I/Generalist

Return to Former Position	Gr 6A St 9	Gr 6A St 9
	APLE FT \$59,193.50	APLE FT \$59,193.50
11/14/2021	Point Place	Point Place
Madison Lutman	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A*	Gr 1A*
	CWA LPT \$16.9925 Hourly	CWA FT \$33,135.49
11/21/2021	Sylvania	Sylvania
Peter Hildebrandt	Assistant Manager/Librarian IV	Acting Manager
Acting Status	Gr G* St 7	Gr G*
	Exempt FT \$73,227.04	Exempt FT \$76,888.71
11/28/2021	Heatherdowns	West Toledo
Cameron Adeyemi	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A*	Gr 1A*
	CWA LPT \$16.9925 Hourly	CWA PT-I \$16.9925 Hourly
11/28/2021	Holland	West Toledo
Nicole Cooke	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A*	Gr 1A*
	CWA LPT \$16.9925 Hourly	CWA FT \$33,135.49
11/28/2021	King Road	Sanger
Matthew Klein	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A*	Gr 1A*
	CWA LPT \$19.9925 Hourly	CWA FT \$33,135.49
11/28/2021	Sanger	Sanger
Stacey Bodmer	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A	Gr 1A
	CWA FT \$37,294.31	CWA PT-I \$19.1252 Hourly
12/12/2021	Washington	Washington
Allyson Ball	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A*	Gr 1A*
	CWA LPT \$16.9925 Hourly	CWA PT-II \$16.9925 Hourly
12/12/2021	Kent	Mott
Brittany Goldsmith	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A*	Gr 1A*
	CWA LPT \$17.5022 Hourly	CWA FT \$34,129.41
12/12/2021	Washington	Waterville
Jessica Huth	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A*	Gr 1A*
	CWA PT-II \$18.5681 Hourly	CWA PT-II \$18.5681 Hourly
12/12/2021	Reynolds Corners	HR - Sub
Sherri Laws	Customer Service Clerk I	Customer Service Clerk I
Classification Change/Transfer	Gr 1A*	Gr 5
	CWA LPT \$16.9925 Hourly	Sub Sub \$11.8756 Hourly
12/12/2021	Mott	Heatherdowns
Linda Smith	Customer Service Clerk II	Customer Service Clerk II

Transfer	Gr 2A	Gr 2A
	CWA FT \$39,382.75	CWA FT \$39,382.75
12/19/2021	Waterville	Waterville
Jessica Huth	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A*	Gr 1A*
	CWA PT-II \$18,5681 Hourly	CWA FT \$36,207.91

Separations

	Employee	Agency	Date
Clerical	Adreanna Nicholson – <i>Retro 10/21/2021</i>	Sylvania	11/14/2021
	Lauren Reynolds – <i>Retro 10/21/2021</i>	Waterville	11/14/2021
	James Keith	Lagrange	11/16/2021
	Hannah Mosiniak	West Toledo	11/30/2021
	Rachel Wisehart	Oregon	12/11/2021
	Susan Pohlman – <i>Retirement</i>	Waterville	01/31/2022
Exempt	Benjamin Malczewski	Sylvania	11/20/2021
	Elizabeth Wiley	Human Resources	12/07/2021
	Margaret Delaney – <i>Retirement</i>	Public Services	12/31/2021

APLE Collective Bargaining Agreement On November 22, 2021, the Library and APLE bargaining unit reached a tentative agreement on a new three-year contract, the terms were included in the board packet. APLE membership ratified the tentative agreement on Friday, December 3, 2021. The Personnel Committee reviewed the terms of the agreement and agreed to seek full Board approval of the labor contract. Mr. Jordan moved for approval, seconded by Mr. Alexander; all voted aye, motion approved.

Stop Loss Insurance Proposals for the specific stop loss insurance for the Library’s self-insured health insurance plans for the 2022 plan year were received by the Library’s health care consultant, Ken Robie. Two proposals were received as follows:

Carrier	Annual Premium	Specific Deductible
Paramount	\$296,930.00	\$150,000
Unum	\$338,593.00	\$150,000

The proposal from Paramount, the Library’s current carrier, reflects no increase in cost per insured member over the 2021 plan year. Library administration recommended entering into an agreement with Paramount for the 2022 plan year in the amount of \$296,930. Mrs. Odesky moved for approval, seconded by Mr. Johnson; all voted aye, motion carried.

2022 Exempt and Substitute Salary Schedules The Personnel Committee reviewed compensation rates for exempt, unclassified, substitute, security, and page staff. The committee

recommended adjustments to the salary schedules effective the pay period starting December 26, 2021, as follows:

- 4.0% increase for Exempt staff in Grades A through N and replacing step-based increments with percentage increments,
- 4.0% increase for ungraded Substitute staff in Grades 5 and 8,
- Increase the hourly rate for Page positions to \$9.00 per hour for Step 1 and \$9.50 per hour for Step 2,
- 4.0% increase for the ungraded position of Executive Director/Fiscal Officer retroactive to August 1, 2021.

The Committee also recommended reinstatement of step increases previously frozen for the year 2021 for affected staff, retroactive to October 1, 2021. Mrs. Odesky moved for approval, seconded by Mr. Jordan; all voted aye, motion approved.

2022 Medical Insurance Rates The Personnel Committee recommended no increase to the established medical insurance rates for the 2022 Plan Year, which is effective January 1, 2022, based on recommendations from administration and healthcare consultant, Ken Robie. Motion moved for approval by Mrs. Odesky, seconded by Mr. Alexander; all voted aye, motion carried.

Financial Report The financial reports for the month ending October 31, 2021, and November 30, 2021 were accepted by the Board as presented on motion of Mr. Johnson, seconded by Mr. Dansack; all voted aye, motion carried.

Tax Receipts October

Opening Balance	\$41,043,157.68
Real Property Tax	
Public Library Fund	\$1,518,419.85
2021 Year to Date	\$42,561,577.53

Tax Receipts November

Opening Balance	\$42,561,577.53
Real Property Tax	
Public Library Fund	\$ 1,506,465.63
2020 Year to Date	\$44,068,043.16

Vouchers Approved The Board approved payment of the following schedule of Vouchers for October 2021 and November 2021 on motion of Mr. Johnson, seconded by Mr. Alexander; all voted aye, motion passed.

October

General Fund	\$6,240,029.65
Coronavirus Relief Fund (CRF)	0.00

Coronavirus Relief Fund	0.00
Building & Repair Fund	167,200.00
Capital Projects Note Fund	0.00
Total Health Care	516,416.82
Gift Funds	100.00
Trust Funds	1,162.98
Total:	\$6,924,909.45

November

General Fund	\$2,804,548.48
Coronavirus Relief Fund (CRF)	0.00
Coronavirus Relief Fund	0.00
Building & Repair Fund	0.00
Capital Projects Note Fund	11,812.40
Total Health Care	388,146.90
Gift Funds	0.00
Trust Funds	6,389.00
Total:	\$3,210,896.78

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

October

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$23,459,196.11
STAR @ 1.77%	167,300.00		
Huntington @ 0.20%	2,223,379.15	1,100,000.00	
October - Interest		282.24	
Ending Balance	\$2,390,679.15	\$1,100,282.24	\$22,168,799.20
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 17,096,634.89		
Building & Repair Fund	3,920,636.63		
Gift Fund	172,523.38		
Capital Projects Fund	979,004.30		
	\$22,168,799.20		

November

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$22,168,799.20
STAR @ 0.13%	11,812.40		
Huntington @ 0.20%	2,535,901.13	1,300,000.00	
November - Interest		267.75	

Ending Balance	\$2,547,713.53	\$1,300,267.75	\$20,921,353.42
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 15,860,875.61		
Building & Repair Fund	3,920,686.86		
Gift Fund	172,533.22		
Capital Projects Fund	967,257.73		
	\$20,921,353.42		

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

Opening Balance			\$650,000.00
November Activity	\$0.00		
Ending Balance	\$0.00	\$0.00	\$650,000.00

Cybersecurity Services The Finance Committee met with Library administration on Wednesday, December 15, 2021, and discussed the urgent necessity to approve Tetra Defense’s cybersecurity defense proposal in the amount of \$368,320 to manage the cyber threat detection and remediation to protect the Library’s internal systems. The services include:

- SentinelOne licensing, endpoint monitoring, and active defense in real time
- Phishing reporting, analysis, and filtering in real-time
- Phishing simulations and user training
- External Vulnerability Scanning
- Dark Web Monitoring
- To-The-Point Reporting

Due to the urgent necessity of protecting the Library’s systems and the growing rate of cyber threats the Finance Committee recommended the Board approve this proposal with an additional 5% (\$18,416) contingency to manage minor discrepancies with the order to be used at the discretion of the Fiscal Officer. Mr. Johnson moved for approval, seconded by Mr. Dansack; all voted aye, motion approved.

Finance Fidelity Bonds The Finance Committee asked for Board approval to renew the fidelity bond insurance coverage of the Fiscal Officer and Deputy Fiscal Officer, in the amount of \$1,000,000 each with Western Surety Company both through USI Insurance Services. The one-year premium is effective January 1, 2022 and is a total of \$7,000 for both policies. Library administration is working with USI services to also secure blanket coverage to include all staff in the amount of \$1,000,000. The Committee asked the Board to authorize the Executive Director/Fiscal Officer to select a provider that best aligns with the needs of TLCPL for the blanket coverage. The cost is not to exceed \$1,500. Mr. Johnson moved for approval, seconded by Mr. Alexander; all voted aye, motion approved.

Modification and Increase of 2021 Appropriation Schedule The Finance Committee asked the Board to increase the 2021 Revenue budget and modify the Annual Appropriations Financial Report for the following items:

Increase Revenue Budget by:

101.000.41210	Real Property Tax	\$74,336.60
101.000.41250	Personal Property Tax	\$4.18
101.000.42210	Public Library Fund	\$ 2,246,578.03
101.000.42230	Rollback	\$471,686.32
101.000.43130	Passport Fees	\$14,064.90
101.000.48150	Sale of Personal Property	\$2,453.06
101.000.48320	Real Property Rental	\$12.00
101.000.48710	Refunds & Reimbursements	\$125,648.63

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

Modification of 2021 Appropriations Financial Report/Fund Transfer The Finance Committee recommended to the Board the transfer of \$4,000,000 from the General Fund to the Building and Repair Fund and the Modifications to the Appropriations Finance report, listed by line item in the Board packet, to reconcile various line-item accounts. Mr. Johnson moved for approval, Mr. Alexander seconded; all voted motion approved.

2022 Permanent Appropriation Schedule The Finance Committee met on Wednesday, December 15, 2021, to discuss the Permanent Appropriations Schedule for 2022. The Finance Committee recommended the Board approved the Permanent Appropriation Schedule included in the board packet.

BE IT RESOLVED, by the Board of Library Trustees of the Toledo Lucas County Public Library, that to provide for the current expenses and other expenditures of said Board of Library Trustees for 2022, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said year, including:

General Fund	\$48,324,406
LSTA ARPA Fund	\$ 124,678
Building/Repair Fund	\$500,000
Capital Projects Note Fund	\$80,833.12
Total Health Care Fund	\$5,300,000
Trust Fund	\$86,814

Gift Fund: \$181,680
Grand Total: \$54,598,411.12

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

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

Regular Meeting, January 27, 2022, Main Library Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, January 27, 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, Mrs. Savage asked for a motion to adjourn the meeting. Motion made by Mr. Johnson, seconded by Mr. Dansack; all voted aye, meeting adjourned at 9:17 a.m.

Approved by: _____
Susan Savage, President

Attested by: _____
Dennis Johnson, Secretary

Date: _____
January 27, 2022