

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
February 24, 2022
Main Library 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Sheila Odesky, 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 January 27, 2022, were approved on motion of Mr. Dansack, seconded by Mrs. Odesky; all voted aye, motion carried.

Resolution 01 – 2022 The Board unanimously adopted a Resolution of Appreciation honoring Julie McCann on motion of Mr. Salas, seconded by Mr. Dansack; all voted aye, motion carried. Mrs. McCann has served TLCPL since 1992 when she began her career as a Circulation Clerk at Reynolds Corners. In her time at the Library since then she has been promoted to Librarian II, Assistant Manager, and Manager of the Birmingham Branch where she served for twenty-one years. Mrs. McCann has met the highest expectations of her position and has been a vital part of the Birmingham neighborhood. She has been described as helpful, professional, and embodying TLCPL values during her time with the Library.

Trustee Appointment Mr. Salas announced that the Lucas County Court of Common Pleas Judges has appointed Kendra Smith to the Board of Trustees of the Toledo Lucas County Public Library. Ms. Smith’s seven-year term continues until January 11, 2029. Mr. Dansack then administered the prescribed oath of office to Ms. Smith. *” I do solemnly swear that I will support the Constitution of the United States of America and the constitution of the State of Ohio and that I will faithfully perform the duties of my office.”

Note: A copy of the appointment letter is attached to these minutes.

Standing Committee Appointments Acceptance by trustees of the following Committee appointments for 2022 was announced. The president or designated trustee can also attend a committee meeting in place of a regular committee member who may be absent.

2022 Committee Appointments

Buildings & Grounds Committee:	Michael Dansack, Chair	Micheal Alexander Dennis Johnson
Community Relations & Services Committee:	Keith Jordan, Chair	Micheal Alexander Sheila Odesky
Finance/Audit Committee:	Dennis Johnson, Chair	Michael Dansack Kendra Smith
Personnel Committee:	Sheila Odesky, Chair	Keith Jordan Kendra Smith

Executive Director’s Comment’s Mr. Kucsma would like to welcome Ms. Smith to the Board. Congratulations on thirty years to Julie McCann and her retirement. Twenty-one of those years were spent at Birmingham. Julie is an institution in that neighborhood and everyone at the Library will miss her as well. When you look at the Board Report you can see a number of activities that highlight TLCPL living one of our strategic priorities of being a connector and hub throughout the county. This past weekend the Islamic Center of Toledo conducted a discussion of Malcolm X led by Imam Deeb here at Main Library. Teresa Alvarado conducted a virtual book discussion with the Black Lives Matter Book group. Mott Library hosted a documentary discussion focused on the Toledo Opera’s upcoming performance of *Blue*, which will feature an all-black cast. This discussion was both in-person and virtual. Congressperson Kaptur held a brainstorming session with fifty community leaders to prepare for the funds coming to the area from the ARPA and Infrastructure bills recently passed. Mercy Health will be conducting health screenings in a portion of branches for the community. Toledo Rotary will be moving their meetings to Main Library in March. Toledo Rotary is one of the top Rotary clubs in the world. The Library is seeing many new faces and familiar ones as people are coming back out. Institutions across the county are using TLCPL as a platform to engage one another, Mr. Kucsma is proud of that work. In the board packet is a calendar of all the February events around Black History Month. The African American Appreciation Coalition put together a terrific slate of programs. Brett Collins, Talena Reynolds, James Dickerson, Kimberley Fisher, Holley Jackson, Janelle Weatherspoon with Erin Baker as administrative liaison brought these ideas to reality. Please stop by the art gallery to see the current exhibit by Robert Vanitvelt that features twenty portraits of African American leaders. The life-size artwork looks beautiful in the gallery.

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

Appointments

Employee	Agency	Grade	Salary	Date
James Keith	Lagrange	Gr 1A*	\$16.9926	01/31/2022
Collins Onyia	Information Technology	Gr D	\$57,880.68	01/31/2022
Constance Dick	Kent	Gr 1A*	\$16.9926	02/07/2022
Matthew Hytenhove	Main Circulation	Gr 1A*	\$16.9926	02/07/2022
Dawn Knestrick	Point Place	Gr 1A*	\$16.9926	02/07/2022
Kelsi Roth	West Toledo	Gr 1A*	\$16.9926	02/07/2022
Justin Tiell	Communications/Innovations/Strategy	Gr I*	\$80,106.00	02/07/2022
Morgan Wicks Mariea	Washington	Gr 1A*	\$16.9926	02/07/2022
James Bennett	Heatherdowns	Gr 1A*	\$16.9926	02/21/2022
Emma Bodmer	Waterville	Gr 1A*	\$16.9926	02/21/2022
Melissa Bragg	Kent	Gr 1A*	\$16.9926	02/21/2022
Julie Dawson	Maumee	Gr 1A*	\$16.9926	02/21/2022
Marian Delffs	Sylvania	Gr 1A*	\$16.9926	02/21/2022
Sarah Wollstonecraft	Oregon	Gr 1A*	\$16.9926	02/21/2022

Payroll Changes

Employee	From	To
1/23/2022	Reynolds Corners	Reynolds Corners
Brenna Rigsby	Customer Service Clerk I	Customer Service Clerk I
Permanent Transfer	Gr 1A*	Gr 1A*

	CWA	LPT	\$16.9926 Hourly	CWA	LPT	\$16.9926 Hourly
2/6/2022	King Road			King Road		
Cade Clem	Page			Customer Service Clerk I		
Promotion	Step 2			Gr 1A*		
	Page	Page	\$10.0000 Hourly	CWA	LPT	\$16.9926 Hourly
2/6/2022	Maumee			Holland		
Anne Griner	Page			Customer Service Clerk I		
Promotion/Transfer	Step 2			Gr 1A*		
	Page	Page	\$10.0000 Hourly	CWA	LPT	\$16.9926 Hourly
2/6/2022	Point Place			Oregon		
Madison Lutman	Customer Service Clerk I			Customer Service Clerk I		
Transfer	Gr 1A*			Gr 1A*		
	CWA	FT	\$34,129.49	CWA	FT	\$34,129.49
2/6/2022	Kent			Kent		
Connie Schmitz	Customer Service Clerk II			Supervisor Circulation Services III		
Promotion	Gr 2			Gr E		
	CWA	FT	\$43,018.95	Exempt	FT	\$49,752.89
2/20/2022	Main Circulation			Locke		
Chariti Lockard	Customer Service Clerk I			Librarian I/Youth Services		
Promotion/Transfer	Gr 1A*			Gr 6C		
	CWA	FT	\$35,153.24	APLE	PT-II	\$22.3233 Hourly
2/21/2022	HR - Sub			Main Circulation		
Sherri Laws	Sub Clerk			Customer Service Clerk I		
Promotion/Transfer	Grade 5			Gr 1A*		
	Sub	Sub	\$12.3506 Hourly	CWA	FT	\$33,135.57

Separations

	Employee	Agency	Date
Administration	Timothy Kreft – Retirement	Facilities & Operations	01/31/2022
	Julie McCann – Retirement	Birmingham	02/28/2022
Clerical	Joy Woodward	Reynolds Corners	02/24/2022
Custodian	Dorothy Jones – Retirement	Facilities & Operations	02/28/2022
Librarian	Jennifer Harvey	Mott	02/11/2022

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

Event	Date	Name	Amount
Library Management & Leadership Conference	May 20, 2022	Shelly Guerrero	\$477.73

Financial Report The financial reports for the month ending January 31, 2022, were accepted by the board on motion of Ms. Smith, seconded by Mrs. Odesky; all voted aye, motion passed.

Tax Receipts January

Opening Balance \$0.00

Real Property Tax	800,000.00
January Public Library Fund	1,584,993.27
2022 Year to Date	\$2,384,993.27

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

General Fund	\$14,458,077.70
LSTA ARPA Grant	0.00
Building & Repair Fund	0.00
Capital Projects Note Fund	149,787.33
Total Health Care	368,682.47
Gift Funds	1,169.72
Trust Funds	15,225.00
Total:	\$14,992,942.22

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$18,826,599.80
STAR @ 2.35%	152,082.55	1,125.50	
Huntington @ 0.20%	2,597,631.67	0.00	
January - Interest		594.78	
Ending Balance	\$2,749,714.22	\$1,720.28	\$16,078,605.86
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 7,193,521.12		
Building & Repair Fund	3,920,781.55		
Gift Fund	4,171,056.75		
Capital Projects Fund	793,246.44		
	\$16,078,605.86		

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

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

Increase to Revenues and Modification to 2022 Appropriations The Finance Committee asked the Board to increase the 2022 Revenue budget and modify the Annual Appropriations Financial Report for the following items

Increase 2022 Revenue Budget by:

101.000.47210	Proceeds from Notes	\$11,100,000
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Modify the 2022 Appropriations Schedule by:

101.000.56510	Issuance Costs	\$68,500
101.000.56520	Payment to Bond Escrow Agent	\$11,030,374.50
101.000.57510	Refunds/Reimbursements	\$1,125.50
735.000.55410	Building Improvements	\$791

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

Cell Phone Policy Revision Library administration sought Board approval for changes to the Library Owned Cell Phone, Pagers, Tablets Policy. Cellular devices are now defined as cell phones, smartphones, tablets, laptops with cellular connections, and hot spots. The issuance of these devices will be guided by the necessity of having a legitimate business purpose. The new policy acknowledges how integral technology is in our daily lives and sets expectations for use, including responsibilities and safety. Mr. Dansack made a motion for approval of the policy changes, seconded by Ms. Smith; all voted aye, motion carried.

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

Intellectual Freedom and the Right to Read Cathy Bartel, Director of Public Services, presented information around TLCPL’s collection development policy. Mrs. Bartel also discussed the rise in material challenges around the country. TLCPL has a policy in place for the reconsideration of materials. The Library supports the American Library Associations Bill of Rights and the Freedom to Read Statement.

Regular Meeting, March 24, 2022, Main Library Mr. Salas announced that the next regular meeting of the Board would be on Thursday, March 24, 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 Mrs. Odesky, seconded by Ms. Smith; all voted aye, meeting adjourned at 8:59 a.m.

Approved by: _____
Jesus Salas, President

Attested by: _____
Michael Dansack, Secretary

Date: March 24, 2022