

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
February 25, 2021
Zoom Conference Call 8:30 a.m.**

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

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

Trustee Reappointment Mrs. Savage announced that the Lucas County Commissioners have reappointed Micheal Alexander to the Board of Trustees of the Toledo Lucas County Public Library. Mr. Alexander’s seven-year term continues until January 10th, 2028. Mr. Dansack then administered the prescribed oath of office to Mr. Alexander. *‘‘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 reappointment letter is attached to these official minutes.

Secretary of the Board Oath of Office Mrs. Savage asked Dennis Johnson who was nominated as the Secretary of the Board at the January meeting to take the oath of office. Mr. Dansack then administered the prescribed oath of office to Mr. Johnson. *‘‘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.’’

Standing Committee Appointments Acceptance by trustees of the following Committee appointments for 2021 was announced. The president or designated trustee can also attend a committee meeting in place of a regular committee member who may be absent.

Buildings and Grounds Committee:	Michael Dansack, Chair	Micheal Alexander Dennis Johnson
Community Relations Committee:	Keith Jordan, Chair	Micheal Alexander Sheila Odesky
Finance/Audit Committee:	Dennis Johnson, Chair	Michael Dansack Jesus Salas
Personnel Committee:	Sheila Odesky, Chair	Keith Jordan Jesus Salas

Executive Director’s Comments Mr. Kucsma is looking forward to the new committee appointments and meeting with all of them in March. Congratulations to Mr. Alexander on his reappointment to the Board of Trustees and for being honored as Vice-President of the NAACP Toledo. Thank you to everyone at the Library who worked on the robust slate of activities for Black History Month—specially, Kim Penn, Brittany Johnson, Krysta Turner, David Bush, Vickie Connor, Nancy Eames, Birdy Gordon, Andrea Sanford and Celeste Taylor. There is a great lineup for March for Women’s History Month, as well. Erin Baker will be presenting today

on the progress that the Library is making on the BIG IDEA. Erin will discuss how the Library plans to build, improve and grow in terms of equity and access. While TLCPL has an institutional commitment to access, the BIG IDEA is a way to collectively take us toward holding us accountable to that commitment. This includes the Library's policies and collections. We can make mistakes and celebrate when we make progress. Equity, Diversity and Inclusion are way overdue in many institutions and the Library is no exception. This does not happen overnight. Mr. Kucsma has done his own work taking courses, reading through the BIG IDEA. The YWCA's 21-Day Challenge for Social and Racial Justice through articles, blogs, reflections are a great way to become a catalyst for positive change and the Director hopes you will join him in this challenge. Mr. Kucsma will be sending out information on how to sign up. There is plenty of activity across the Library system shared in the Board Report.

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
Michael Grunden	Finance Office	I*	\$67,978.54	02/09/2021
Michael Markowiak	Facilities & Operations	6A*	\$47,089.81	02/09/2021

Payroll Changes

Employee	From	To
02/07/2021	Fact & Fiction	Technical Services
Elisha Whitenack	Clerk II	Clerk II
Transfer	Gr 2 St 6	Gr 2 St 6
	CWA FT \$40,553.28	CWA FT \$40,553.28
2/21/2021	Kent	Computers & Media
Teresa Alvarado	Librarian II/Adult Services	Librarian II/Adult Services
Temporary Transfer	Gr 7C St 4	Gr 7C St 4
	APLE FT \$55,061.21	APLE FT \$55,061.21
2/21/2021	Waterville	Technical Services
Carlye Seybold	Librarian II/Children's Services	Librarian II/Cataloger
Transfer	Gr 7A St 9	Gr 7A St 9
	APLE FT \$66,760.93	APLE FT \$66,760.93

Separations

	Employee	Agency	Date
Clerical	Allison Flory	Waterville	02/27/2021
Security	Charles Lightner – Retro 03/07/2020	Public Safety Department	02/15/2021

Financial Reports The financial reports for the months of December 2020 and January 2021 were accepted by the Board as presented on motion of Mr. Dansack, seconded by Mrs. Odesky; all voted aye, motion carried.

Tax Receipts

December 2020

Opening Balance	\$42,035,610.06
Real Property Tax	
Public Library Fund	\$1,442,208.91
2020 Year to Date	\$43,477,818.97

January 2021

Opening Balance	\$0.00
Real Property Tax	275,000.00
January Public Library Fund	1,387,702.87
2021 Year to Date	\$1,662,702.87

Vouchers Approved The Board approved payment of the following Schedule of Vouchers for December 2020 and January 2021 on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

December 2020

General Fund	
BWC Workplace Wellness Fund	3,939,743.19
LSTA Migrant Farmworker Fund	0.00
LSTA Conservation Fund	0.00
Coronavirus Relief Fund	28,237.12
Building & Repair Fund	0.00
Capital Projects Note Fund	30,378.83
Total Health Care	424,907.17
Gift Funds	0.00
Trust Funds	1,446.45
Total:	\$4,424,712.76

January 2021

General Fund	\$2,750,897.98
Coronavirus Relief Fund (CRF)	121,303.40
Building & Repair Fund	0.00
Capital Projects Note Fund	0.00
Total Health Care	206,150.61
Gift Funds	0.00
Trust Funds	1,235.00
Total:	\$3,079,586.99

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.

December 2020

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$15,839,822.80
STAR @ 0.13%		3,295,134.45	
Huntington @ 0.20%	7,591,536.64	1,900,000.00	
December - Interest		323.63	
Ending Balance	\$7,591,536.64	\$5,195,458.08	\$13,443,744.24
Breakdown of Funds:			
General & Insurance Fund	\$ 7,655,518.43		
Building & Repair Fund	4,153,817.79		
Gift Fund	182,690.21		
Capital Projects Fund	1,451,717.81		
	\$13,443,744.24		

January 2021

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$13,443,744.24
STAR @ 2.35%			
Huntington @ 0.20%	2,693,633.79	1,650,000.00	
January - Interest		288.89	
Ending Balance	\$2,693,633.79	\$1,650,288.89	\$12,400,399.34
Breakdown of Funds:			
General & Insurance Fund	\$ 6,611,959.00		
Building & Repair Fund	4,153,894.91		
Gift Fund	182,703.59		
Capital Projects Fund	1,451,841.84		
	\$12,400,399.34		

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

December 2020

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

January 2021

	<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

Innovative Interfaces Incorporated Invoice The Finance Committee met on February 22, 2021 to discuss an Innovative Interfaces Incorporated invoice in excess of the \$100,000 operating expenditures that are specified in Article V, Section 3 of the Bylaws of the Board of

Trustees. After discussion by the committee, invoices that are renewals of contracts that have existed as normal business operating procedure do not need board approval. To document this understanding, Mr. Alexander recommended further discussion at the March Board meeting. Motion to move this discussion to the March meeting by Mr. Alexander, seconded by Mr. Jordan: all voted aye, motion carried.

Reynolds Corners Restroom Renovation Project On Tuesday, February 16th at noon, sealed bids for the Reynolds Corners restroom renovation project were due. Due to a level three snow emergency in the Toledo area, the Library delayed the bid due date one week until February 23rd. The Building and Grounds Committee met with Library administration on February 22nd and reviewed the project budget, including bids from 2019 when this project was initially bid out. To ensure that this project remains on schedule, the Building and Grounds Committee is seeking empowerment from the Board to empower the Executive Director/Fiscal Officer to award the Reynolds Corners restroom renovation project to the lowest responsive bidder, with the full ratification coming back to the Board at the next meeting. Mr. Dansack moved approval of motion, Mr. Jordan seconded; all voted aye, motion carried.

Staff Organizations Brief remarks were heard from Brooke Cox, APLE representative and Harry Johnston, CWA Representative.

BIG IDEA Erin Baker, Coordinator of Organization Learning at TLCPL, presented the progress that is being made on the BIG IDEA (**build, improve, grow** in the areas of **Inclusion, Diversity, Equity and Access**). This is a roadmap for the Library to address areas of EDI in all areas, addressing staff, policies, collections and programming.

Regular Meeting, March 25, 2021, Main Library Mrs. Savage announced the next regular meeting of the Board would be on Thursday, March 25, 2021 at 8:30 a.m., at the Main Library, 325 N. Michigan St., Toledo.

Adjournment There being no further discussion to come before the Board, Mrs. Savage asked for a motion to adjourn the meeting. Motion made by Mr. Johnson, seconded by Mrs. Odesky; all voted aye, meeting adjourned at 9:17 a.m.

Approved by: _____
Susan Savage, President

Attested by: _____
Dennis Johnson, Secretary

Date: _____
March 25, 2021