

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
January 27, 2022
Main Library 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Keith Jordan, Sheila Odesky, Jesus Salas

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 December 16, 2021, were approved on motion of Mr. Dansack, seconded by Mrs. Odesky; all voted aye, motion carried.

Election of Officers and Oath of Office Nominating Committee Chair Mr. Dansack, along with Mr. Jordan and Mrs. Odesky proposed the following slate of officers for 2022: Jesus Salas, President; Dennis Johnson, Vice President; Michael Dansack, Secretary. Mr. Dansack moved the nominations closed and Mr. Jordan seconded the motion; all voted aye, motion carried. Mrs. Allee then asked Mr. Salas and Mr. Dansack to take the Oath of Office.

Reappointment of Fiscal Officer, Deputy Fiscal Officer and Assistant Deputy Fiscal Officers The Board reappointed Jason Kucsma as Fiscal Officer, Mike Graybeal as Deputy Fiscal Officer, Dana Allee, Julie Bushroe, Michael Grunden and Emily Leach as Assistant Deputy Fiscal Officers at no additional salary on motion of Mr. Salas, seconded by Mrs. Odesky; all voted aye, motion carried. Mr. Dansack then administered the oath of office.

Executive Director's Comments Mr. Kucsma is excited to introduce Lucas Camuso-Stall, who joined the Executive Leadership Team as the Director of Government Relations & Advocacy. Mr. Camuso-Stall comes to us from the United Way, where he was the Senior Director of Outreach & Advocacy. The Library is thrilled to have him and that all seats of the Executive Leadership Team are now filled. The new issue of *Off the Shelf* is included in Board Packets today, the covering promoting the Dolly Parton Imagination Library initiative. The Executive Director is very proud of all the work that teams across the system have done on this magazine. This issue features a Best Books of 2021 list, the services provided by the Business and Non-Profits team, as well as an introduction to comics and graphic novels by the manager of Mobile Service, Franco Vitella. The Judges of the Lucas County Common Pleas Court selected Kendra Smith, as their appointment to the Library Board of Trustees. Ms. Smith is the Vice President of Community Health at Bon Secours Mercy Health. On the COVID front, TLCPL is glad to see that numbers are dropping in Lucas County. The Library will continue to distribute at-home COVID test kits as long as it is helpful. There has been a decrease in the availability from the Ohio Department of Health. TLCPL has been helping community members sign up online and via phone to receive tests delivered to their homes through the Federal program.

Community Room Policy Revisions Library Administration sought board approval for proposed changes to the Library's Community Room Policy. The changes will allow businesses, organizations, and groups to use the community rooms on an equitable basis subject to the parameters outlined in the policy. These groups will be able to use Library spaces for community engagement, but they will not be permitted to fundraise, sell goods, solicit commercial services

or future commercial services, charge admission, or ask for donations for or during meetings/events held on Library premises. These changes reflect a commitment to TLCPL's updated strategic priority to serve as a community connection hub. Mr. Jordan made the motion for the revisions, seconded by Mr. Alexander; all voted aye, motion carried.

Photography & Videography Policy The Community Relations and Services Committee proposed and update to the Library's existing Photography and Videography Policy. These changes align the policy with the Library's program contractor agreement. The changes reinforce that contracted performers may not use the Library to market their services, and the Library contracting with a business or performer should not be considered a blanket endorsement of their services. Mr. Jordan moved for approval of the changes, seconded by Mr. Dansack; all voted aye, motion carried.

Holiday Closings Library Administration requested Board approval of the Library's holiday schedule for the 2022 Juneteenth, Christmas, and New Year's Day holidays, and recommended closing the Library on Monday, June 20th, 2022, Monday, December 26th, 2022, and Monday, January 2nd, 2023, in observance of Juneteenth, Christmas, and New Year holidays. These are days when the Library sees reduced visitation, and the closures are aligned with past practice. Mr. Jordan moved for approval, seconded by Mr. Alexander; all voted aye, motion passed.

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
Lucas Camuso-Stall	Director's Office	Gr L	\$105,000.00	01/24/2022
Kassidie Lape-Wood	Development Office	Gr F	\$ 54,345.72	01/24/2022

Payroll Changes

Employee	From	To
12/26/2021	Main Circulation	Reynolds Corners
Brenna Rigsby	Customer Service Clerk I	Customer Service Clerk I
Temporary Transfer	Gr 1A*	Gr 1A*
	CWA LPT \$16.9925 Hourly	CWA LPT \$16.9925 Hourly
01/9/2022	Mott	Mott
Sierra Webb	Supervisor Circulation Services I	Supervisor Circulation Services III
Promotion	Gr C	Gr E
	Exempt FT \$47,540.61	Exempt FT \$49,752.89
01/16/2022	Mott	Sanger
Shelly Guerrero	Assistant Manager/Librarian IV	Acting Manager
Acting Manager	Gr G	Gr G
Temporary Transfer	Exempt FT \$73,295.04	Exempt FT \$76,959.87
01/18/2022	Human Resources	Human Resources
Jacey Duffer	HR Generalist	HR Generalist II
Reclassification	Gr F	Gr G
Retro 12/27/2021	Exempt FT \$68,869.91	APLE FT \$72,313.41
01/23/2022	Maumee	Waterville

Elizabeth Chovanec	Customer Service Clerk II	Customer Service Clerk II
Transfer	Gr 2 St 7	Gr 2 St 7
	CWA FT \$43,018.95	CWA FT \$43,018.95
01/23/2022	Main Circulation	Children's Library
Sam Ponke	Customer Service Clerk I	Librarian I/Children's Services
Promotion/Transfer	Gr 1A* St 3	Gr 6C St 1
	CWA FT \$35,153.24	APLE FT \$43,530.44
01/23/2022	Communications Innovations/Strategy	Communications Innovations/Strategy
Kelsey Rader	Marketing Coordinator – Media Relations	Ast Mgr Communications, Innovations/Strategy
Promotion	Gr F* St 5	Gr I* St 1
	Exempt FT \$64,012.85	Exempt FT \$70,697.64
01/23/2022	Main Circulation	Maumee
Katelin Johnson	Customer Service Clerk II	Customer Service Clerk II
Transfer	Gr 2A* St 4	Gr 2A* St 4
	CWA FT \$38,413.05	CWA FT \$38,413.05

Separations

	Employee	Agency	Date
Administration	Stephanie Elton	Sylvania	01/14/2022
	Katherine Beczynski	Development	01/28/2022
Clerical	Baily Managhan	Main Circulation	01/14/2022
Custodian	Nicholas DeVera – <i>Retro 12/31/2021</i>	Facilities & Operations	01/10/2022
Librarian	Cristin Brown	Youth Services	12/29/2021
Page	Olivia Corner	Waterville	12/21/2021
Public Safety	Alan Gaston – <i>Retro 05/05/2021</i>	Public Safety Department	01/06/2021
	Michelle Gaston – <i>Retro 10/21/2021</i>	Public Safety Department	01/06/2021
	Jaren Jackson – <i>Retro 08/28/2021</i>	Public Safety Department	01/06/2021

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

Event	Date	Name	Amount
PLA	March 21 – 26,2022	Erin Baker, Allison Fiscus, Christina Gaydos, Holley Jackson, Katie Midgley, Ryan Rigaux	\$19,674.42
Institute for Leadership and Advocacy	January 3 – March 21, 2022	Irene Blue, Kathy Selking	\$800
OLC Technical Services Retreat	April 13 – April 14,2022	Christina Gaydos, Bobbie Patridge	\$687
Ohio Genealogical Society 2022 Conference	April 27 – April 30,2022	Gayle Harmon-Hebert	\$1148.40
Legislative Breakfast	August 20,2021	Celeste Felix	\$25

Tuition Expenditures

School	Name	Amount
Kent State	Sam Ponke	\$750
University of Toledo	Celeste Felix	\$1500
Wayne State	Lauren Howald	\$1500

Financial Report The financial reports for the month ending December 31, 2021, were accepted by the board as presented on motion of Mrs. Odesky, seconded by Mr. Jordan; all voted aye, motion passed.

Tax Receipts December

Opening Balance	\$44,068,047.34
Real Property Tax	
Public Library Fund	\$1,574,300.63
2021 Year to Date	\$45,642,347.97

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

General Fund	\$7,840,014.98
Coronavirus Relief Fund (CRF)	45.25
Building & Repair Fund	0.00
Capital Projects Note Fund	24,375.80
Total Health Care	370,672.32
Gift Funds	730.44
Trust Funds	787.97
Total:	\$8,236,626.76

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$20,921,353.42
STAR @ 1.77%	25,106.24	4,000,000.00	
Huntington @ 0.20%	11,369,949.25	5,300,000.00	
December - Interest		301.87	
Ending Balance	\$11,395,055.49	\$9,300,301.87	\$18,826,599.80
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$9,791,054.09		
Building & Repair Fund	3,920,733.18		
Gift Fund	4,171,860.23		
Capital Projects Fund	942,952.30		
	\$18,826,599.80		

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
December Activity	\$0.00		
Ending Balance	\$0.00	\$0.00	\$650,000.00

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

Community Engagement Study Galen Schuerlein, Director, Roetzel Consulting Solutions, presented the results of the Community Engagement Study to the Board.

Regular Meeting, February 24, 2022, Main Library Mr. Salas announced that the next regular meeting of the Board would be on Thursday, February 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 Mr. Alexander, seconded by Mr. Jordan; all voted aye, meeting adjourned at 9:25 a.m.

Approved by: _____
Jesus Salas, President

Attested by: _____
Michael Dansack, Secretary

Date: _____
February 24, 2022