

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

Present Micheal Alexander, Michael Dansack, Dennis Johnson, Keith Jordan, 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 February 24, 2022, were approved on motion of Mr. Johnson, seconded by Mr. Alexander; all voted aye, motion carried.

Resolution 02 - 2022 Honoring Ohio First Lady Fran DeWine The Board unanimously adopted a Resolution honoring First Lady Fran DeWine for her distinguished contributions to promote and strengthen early childhood literacy in communities across Ohio. Mrs. DeWine established the Ohi Governor's Imagination Library in 2019 in partnership with Dolly Parton's Imagination Library mailing a free book every month to Ohio children from birth to age five at no cost to the family. Mrs. DeWine continues to recognize the value of public libraries and the role they play in supporting early childhood.
A copy of the resolution is included in the meeting minutes.

Vice President of Board Oath of Office Mr. Salas asked Dennis Johnson who was nominated as the Vice President 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.”

Executive Director's Comments The Director thanked the Board of Trustees for the Resolution today. The Library will be sending it to Ohio's First Lady on April 6th during Ohio Library Council's Legislative Day. This recognition for her advocacy of the Imagination Library is well deserved. When the Governor came into office the First Lady launched the Ohio Governor's Imagination Library initiative with the initial goal of getting all eighty-eight counties in the state participating in the program. Three years later, the state has gone from 13% of Ohio's children up to age five enrolled in the program to 43%, and over 6.9 million books mailed to children in all eighty-eight counties. The Director congratulated Irene Blue and Kathy Selking from the Executive Leadership Team on their recent completion of the Toledo Regional Chamber of Commerce's Institute for Leadership and Advocacy. This ten-week program prepares emerging leaders to effectively serve their communities and work with public officials. The Director discussed the Library's history of promotion within the system as a key aspect of the system's commitment to diversity, equity, and inclusion. He listed a number of employees who have recently moved up through the system quickly before introducing the new Main Library manager, Terwase Ngur, a Nigerian-born United States citizen who represents another a first for the Library as he steps into this role, from being the manager of the Computers and Media department for the last three years.

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

Appointments

Employee	Agency	Grade	Salary	Date
Nancy Adlington	Facilities & Operations	Gr 1A*	\$ 33,135.57	3/14/2022
Tyrice McCall	Facilities & Operations	Gr 1A*	\$ 33,135.57	3/14/2022
Jessica Bernal	HR – Sub	Gr 8	\$17.0093	03/31/2022

Payroll Changes

Employee	From	To
3/6/2022	Waterville	Waterville
William Harbauer	Manager/Librarian V	Regional Manager
Promotion	Gr H	Gr K
	Exempt FT \$82,336.22	Exempt FT \$89,664.12
3/6/2022	West Toledo	West Toledo
Jozlyn Heckel	Librarian I/Teen Services	Librarian I/Teen Services
Status Change	Gr 6C	Gr 6C
	APLE FT \$50,391.90	APLE PT-II \$25.8420 Hourly
3/6/2022	Main Circulation	Main Circulation
Matthew Hyttenhove	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A*	Gr 1A*
	CWA LPT \$16.9925 Hourly	CWA FT \$33,135.38
3/6/2022	Lagrange	Kent
James Keith	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A*	Gr 1A*
	CWA LPT \$16.9925 Hourly	CWA FT \$33,135.38
3/6/2022	Main Circulation	Main Circulation
Shamar Kynard	Customer Service Clerk II	Customer Service Clerk II
Status Change	Gr 2A	Gr 2A
	CWA PT-I \$20.1962 Hourly	CWA PT-II \$20.1962 Hourly
3/6/2022	Computers & Media	Computers & Media
Terwase Ngur	Manager/Librarian VI	Regional Manager
Promotion	Gr I*	Gr K*
	Exempt FT \$83,226.00	Exempt FT \$89,051.82
3/20/2022	King Road	Birmingham
Brooke Cox	Assistant Manager/Librarian IV	Manager/Librarian V
Promotion/Transfer	Gr G	Gr H
	Exempt FT \$67,883.99	Exempt FT \$71,278.16
3/20/2022	Sanger	Mott
Shelly Guerrero	Acting Manager	Assistant Manager/Librarian IV
Return to Former Position	Gr G	Gr G
	Exempt FT \$76,959.87	Exempt FT \$73,295.04
3/20/2022	Mobile Services	West Toledo
A'eisha Hearn	Librarian I/Generalist	Librarian I/Children's Services
Classification Change/ Transfer	Gr 6A	Gr 6A
	APLE FT \$64,677.80	APLE FT \$64,677.80

Separations

	Employee	Agency	Date
Clerical	Constance Dick – <i>Retro 02/11/2022</i>	Kent	02/20/2022
	Sherri Laws	Main Circulation	03/12/2022

Custodian	Tyrice McCall	Facilities & Operations	03/15/2022
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Travel and Training Expenditures The Board approved the following travel and training expenditures on motion of Mr. Dansack, seconded by Mr. Alexander; all voted aye, motion passed.

Event	Date	Name	Amount
Employers Association Employment Law Update	April 1, 2022	Irene Blue	\$205.00
OLC Legislative Day	April 6, 2022	Teresa Alvarado, Lucas Camuso-Stall, Allison Fiscus, Zach Huber, Jason Kucsma	\$175.00
Reimagining School Readiness Workshop	April 12, 2022	Jozlyn Heckel, Kate McGowan, Emily Vicary,	\$135.72
CPIM Public Library Fiscal Officers Conference	April 13 – 14, 2022	Dana Allee, Michael Grunden	\$830.00
SERB Academy 2022	April 20 – 21, 2022	Jeff Godzak	\$552.45
Take 5: Let’s Talk About It	May 6, 2022	Holley Jackson, Megan Myers, Joyce Souva	\$503.00
Merit Member Conference	May 9, 2022	Rebecca Stanwick	\$167.00
Library Management & Leadership Conference	May 20, 2022	Franco Vitella	\$704.35

Financial Report The financial reports for the month ending February 28, 2022, were accepted by the board on motion of Mr. Johnson, seconded by Ms. Smith; all voted aye, motion passed.

Tax Receipts February

Opening Balance	\$2,384,993.27
Real Property Tax	6,000,000.00
February Public Library Fund	1,778,770.33
2022 Year to Date	\$10,163,763.60

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

General Fund	\$3,245,623.28
LSTA ARPA Grant	0.00
Building & Repair Fund	0.00
Capital Projects Note Fund	21,957.00
Total Health Care	449,988.23
Gift Funds	655.84
Trust Funds	1,281.95
Total:	\$3,719,506.30

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$22,221,859.66
STAR @ 1.77%	127,543.74	0.00	
Huntington @ 0.20%	3,072,124.59	6,500,000.00	
March - Interest		1,337.24	
Ending Balance	\$3,199,668.33	\$6,501,337.24	\$25,523,528.57
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$16,786,132.24		
Building & Repair Fund	3,920,924.58		
Gift Fund	4,171,181.51		
Capital Projects Fund	645,290.24		
	\$25,523,528.57		

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

Opening Balance			\$650,000.00
No Activity			
Ending Balance	\$0.00	\$0.00	\$650,000.00

SAME Café Lease The Building and Grounds Committee met with Library administration on Monday, March 14th, 2022, to discuss leasing the Main Library café space to the country's oldest non-profit restaurant, SAME Café, also known as So All May Eat café, a 501 (c)3 based in Denver, Colorado is a donation-based, fair exchange restaurant that serves healthy food to everyone, regardless of ability to pay and has a mission to create community through healthy food access. Library administration worked with legal counsel to develop a lease in compliance with the Ohio Revised Code. This lease which includes tenant improvements paid for SAME Café, will have an initial term for five years. The Building and Grounds committee has reviewed the lease provisions with Library administration and recommended that the Board approve the lease. Mr Dansack moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

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

Regular Meeting, April 28, 2022, Main Library Mr. Salas announced that the next regular meeting of the Board would be on Thursday, April 28, 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. Johnson, seconded by Mr. Alexander; all voted aye, meeting adjourned at 8:44 a.m.

Approved by: _____
Dennis Johnson, Vice President

Attested by: _____
Michael Dansack, Secretary

Date: May 26, 2022