

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

**Present** Micheal Alexander, Michael Dansack, 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.

**Executive Director's Comments** As you will see in the Personnel report there are quite a few changes. It was very bittersweet to wish a fond farewell to Rhonda Sewell who is leaving the Library after 15 years for the position of Director of Belonging and Community Engagement at the Toledo Museum of Art. The Director truly appreciates everything that Rhonda has done in helping the transition he made to the Director position. She has been a dogged ambassador for the Library and knows she will continue to be. Ricki Brisbin has taken the official role as Executive Administrative Assistant and we are happy to have her here. Erin Baker is now in the role of Director of Equity, Diversity and Inclusion and the Director is glad to have her here as part of the team of directors. Stephanie Elton's first day as the Assistant Manager of Communication, Innovation and Strategy was yesterday, she has joined the Library following work as Director of Communications at Toledo Museum of Art. In April, Allison Fiscus will be stepping into her new role as Adult Services Coordinator, a position that has needed to be filled for some time. We congratulate all of these women as they step into new roles. April 5<sup>th</sup> – April 9<sup>th</sup> is National Library Week and it also coincides with Ohio Library Council Advocacy Week this year. This is the week to anchor conversations with legislators during this biennium budget year. These are some of the data points the Library will be working on when discussing the story of how relevant we have been to our communities during the pandemic.

- Customers downloaded over 1 Million items last year, which was a record for the Library
- 15 Locations served more than half the meals that Connecting Kids to Meals provides: 236,000.
- 200,000 Computer sessions: these sessions helped students connect to school assignments and others to complete assistance forms like unemployment, pandemic assistance, etc.
- Vaccine help: in the past week or so the Library has helped more than 1,000 people make appointments.

Throughout the pandemic the Library has looked for ways to step up to help, and that has happened in a number of ways. The Director really appreciates all the work the staff have done and continue to do in support of our communities.

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

Appointments

Employee	Agency	Grade	Salary	Date
Stephanie Elton	Communication Innovations & Strategy	I*	\$77,019.34	03/24/2021

**Payroll Changes**

Employee	From	To
3/1/2021	Human Resources	Director's Office
Erin Baker	Coordinator Organizational Learning	Director of Equity, Diversity & Inclusion
Promotion/Transfer	Gr K* St 4	Gr L* St 4
	Exempt FT \$91,308.45	Exempt FT \$99,424.26
3/5/2021	Development Office	Development Office
Kathy Selking	Development Manager	Director of Development, Affinity & Events
Title Change	Gr L* St 7	Gr L* St 7
	Exempt FT \$111,123.77	Exempt FT \$111,123.77
3/5/2021	Director's Office	Director's Office
Rhonda Sewell	Manager External & Governmental Affairs	Director of Governmental & External
Title Change	Gr J St 7	Gr J St 7
	Exempt FT \$93,689.88	Exempt FT \$93,689.88
3/21/2021	Director's Office	Director's Office
Richelle Brisbin	Acting Executive Administrative Assistant	Executive Administrative Assistant
Promotion/Transfer	Gr F* St 8	Gr H* St 4
	Exempt FT \$68,533.33	Exempt FT \$70,868.81

**Separations**

	Employee	Agency	Date
Administration	Rhonda Sewell	Director' Office	04/06/2021
Custodian	Corey Compton	Facilities & Operations	03/19/2021

**Tuition Expenditures** Tuition expenditures were approved on motion of Mr. Alexander, seconded by Mrs. Odesky; all voted aye, motion carried.

School	Name	Amount
Wayne State University	Lauren Howald	\$1,500
Wayne State University	Laura Owen	\$1,500
Wayne State University	Morgan Rinckey	\$1,500

**Financial Reports** The financial reports for the month of February were accepted by the Board as presented on motion of Mr. Jordan, seconded by Mrs. Odesky; all voted aye, motion carried.

**Tax Receipts**

Opening Balance	\$1,662,702.87
Real Property Tax	3,000,000.00
February Public Library Fund	1,600,967.13
2021 Year to Date	\$6,263,670.00

**Vouchers Approved** The Board approved payment of the following Schedule of Vouchers for February 2021 on motion of Mr. Alexander, seconded by Mrs. Odesky; all voted aye, motion carried.

General Fund	\$2,645,205.40
Coronavirus Relief Fund (CRF)	9,418.01
Building & Repair Fund	0.00
Capital Projects Note Fund	11,010.00
Total Health Care	324,787.31
Gift Funds	0.00
Trust Funds	667.50
Total:	\$2,991,088.22

**Interim Funds Activity** Interim Funds transaction 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			\$12,400,399.34
STAR @ 1.77%	11,010.00		
Huntington @ 0.20%	1,875,231.50	4,200,000.00	
February - Interest		242.40	
Ending Balance	\$1,886,241.50	\$4,200,242.40	\$14,714,400.24
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 8,936,800.08		
Building & Repair Fund	4,153,964.57		

Gift Fund	182,714.46
Capital Projects Fund	1,440,921.13
	\$14,714,400.24

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

	<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

**Clarification of Board Bylaws Language** The Finance Committee met on Wednesday, March 24<sup>th</sup>, to review the Board Bylaws regarding ordinary operating expenditures in excess of \$100,000. Article V, Section 3 of the Bylaws of the Board of Trustees indicates that ordinary operating expenditures in excess of \$100,000 shall be brought to the Board for approval. At the February meeting of the Board of Trustees, the Finance Committee brought forward an invoice requiring approval for the renewal of the Library's Integrated Library System. This prompted a discussion about the intent of the aforementioned Bylaw update, specifically whether approval was needed for recurring standard operating expenses that may exceed \$100,000. It is the Finance Committee's interpretation that the Bylaws update was intended to add a layer of security and accountability for the Library on new expenses. With this in mind the Finance Committee recommended the a clarification to Article V, Section 3 of the Bylaws to read:

Ordinary operating expenditures may be incurred with approval of the Director, without prior consent of the Board. Such expenditures, with the exception of materials, existing contract renewals or purchases previously reviewed by the board, shall not exceed \$100,000 per order. Whenever feasible, competitive bids shall be acquired for purchases and/or repairs.

Mr. Salas moved for approval, Mr. Alexander seconded; all voted aye, motioned carried.

**Reynolds Corners Restroom Renovation Project** On Tuesday, February 16<sup>th</sup>, at noon, sealed bids were due for the Reynolds Corners Restroom renovation project. Due to a level three snow emergency in the Toledo area, Library administration delayed the bid due date by one week until February 23<sup>rd</sup>. The Executive Director/Fiscal Officer was empowered at the February Board meeting to award the Reynolds Corners restroom renovation project to the lowest responsive bidder with full ratification coming back to the Board. There were six responsive bidders for this project.

Adhor Corporation	\$90,700
Comte Construction	\$86,000

Lathrop	\$113,573
Midwest Contracting	\$89,575
The Spieker Company	\$97,000
Van Tassel Construction	\$96,345

The lowest responsive bidder was Comte Construction at \$86,000. Mr. Dansack moved for approval, seconded by Mr. Salas; all voted aye motion carried.

**Main Library Cooling Tower** The indoor cooling tower at Main Library is at the end of its useful life and is critical to ensure Main Library can maintain comfortable temperatures in the warmer months. On Tuesday, March 16<sup>th</sup> at noon sealed bids for the Main Library Cooling Tower replacement project were opened. There were two responsive bidders for this project.

Dimech Services	\$189,780
Titan Mechanical	\$160,000

The Building & Grounds Committee recommends awarding the project to the lowest bidder, Titan Mechanical, at \$160,000. Mr. Dansack moved for approval, Mrs. Odesky seconded; all voted aye, motion carried.

**Staff Organizations** Brief remarks were heard from Brook Cox, APLE representative and Jon Henley, CWA Representative.

**Regular Meeting, April 22, 2021, Main Library** Mrs. Savage announced the next regular meeting of the Board would be on Thursday, April 22, 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 Mrs. Odesky, seconded by Mr. Salas; all voted aye, meeting adjourned 9:02 a.m.

Approved by: \_\_\_\_\_  
Susan Savage, President

Attested by: \_\_\_\_\_  
Dennis Johnson, Secretary

Date: May 27, 2021