

**Toledo Lucas County Public Library  
Minutes of Board of Trustees Meeting  
September 23, 2021  
Main Library 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.

**Minutes** The minutes of the regular meeting August 26, 2021, were approved on motion of Mr. Johnson, seconded by Mr. Alexander; all voted aye, motion carried.

**Executive Director's Comments** The Library has been consistently providing services to the community throughout the last eighteen months, but it finally feels that we are able to dig into some projects that help move the organization forward—not just handling COVID the entire time. *Off the Shelf* is the print magazine of the Library and will reach a large number of people in the area with a distribution to a snapshot of our cardholder's, elected officials and community leaders. Next month the Dolly Parton Imagination Library will be transitioned to TLCPL from the United Way of Greater Toledo's Women's Initiative. Kathy Selking has been coordinating that transition along with finding a way to celebrate without a COVID risk. Latinx heritage month launched on September 15<sup>th</sup>, and the Library appreciates all of the hard work that Teresa Alvarado and the Latino Cultural Committee have done with the Toledo Museum of Art and the Sofia Quintero Center to bring great programs to celebrate. Mr. Kucsma would also like to publicly say thank you to all of the staff who continue to show up and do good work for the community—especially when we thought the worst of the pandemic would be over by now.

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

**Appointments**

Employee	Agency	Grade	Salary	Date
Maureen Martin	Facilities & Operations	Gr 1A*	\$32,816.73	8/30/2021
Sarah Burnham	West Toledo	Gr 6C	\$41,856.23	9/13/2021
Anthony Mildon	Facilities & Operations	Gr 6A*	\$41,838.72	9/20/2021
Kelly Sradeja	Children's Library/Teen	Gr 6C	\$43,948.97	9/20/2021

**Payroll Changes**

Employee	From	To
8/29/2021	Sanger	Reynolds Corners
Stacey Bodmer	Customer Service Clerk I	Customer Service Clerk I
Temporary Transfer	Gr 1A St 5	Gr 1A St 5
	CWA LPT \$18.3897 Hourly	CWA LPT \$18.3897 Hourly
8/29/2021	Reynolds Corners	HR - Sub
Ana Rofkar	Customer Service Clerk I	Clerk III
Classification	Gr 1A* St 2	Grade 5
Change/Transfer	CWA LPT \$16.8291 Hourly	Sub Sub \$11.8756
9/5/2021	Children's Library	Kent

David Bush	Librarian Associate	Librarian Associate
Transfer	Gr 5A St 8	Gr 5A St 8
	APLE FT \$46,769.30	APLE FT \$46,769.30
9/5/2021	Public Services	Public Services
Margaret Delaney	Regional Manager	Regional Manager
Salary Adjustment	Gr K+ St 9	Gr K St 9
Salary Alignment	Exempt FT \$125,924.01	Exempt FT \$109,204.65
9/5/2021	West Toledo	West Toledo
Nicole Naylor	Manager/Librarian VII	Manager/Librarian VII
Salary Adjustment	Gr J+ St 9	Gr J St 9
	Exempt FT \$116,432.09	Exempt FT \$100,256.97
9/5/2021	Maumee	Maumee
Susan Skitowski	Regional Manager	Regional Manager
Salary Adjustment	Gr K+ St 9	Gr K St 9
	Exempt FT \$125,924.01	Exempt FT \$109,204.65
9/13/2021	Heatherdowns	Heatherdowns
Laura Owen	Librarian I/Children's Services	Librarian II/Children's Services
Reclassification	Gr 6B St 4	Gr 7B St 2
Retro 08/22/2021	APLE FT \$48,453.75	APLE FT \$49,942.03
9/19/2021	Kent	King Road
Brooke Cox	Librarian II/Youth Services	Assistant Manager/Librarian IV
Promotion/Transfer	Gr 7A St 7	Gr G St 4
	APLE FT \$62,977.11	Exempt FT \$65,273.06
9/19/2021	Toledo Heights	Maumee
Megan Gankosky	Supervisor Circulation Services I	Assistant Manager/Librarian IV
Promotion/Transfer	Gr C St 5	Gr G St 1
	Exempt FT \$47,515.51	Exempt FT \$57,666.12
9/19/2021	Sanger	Kent
Shelly Guerrero	Assistant Manager/Librarian IV	Assistant Manager/Librarian IV
Transfer	Gr G St 5	Gr G St 5
	Exempt FT \$67,793.33	Exempt FT \$65,273.06
9/19/2021	King Road	Mott
Jennifer Harvey	Librarian II/Adult Services	Librarian II/Adult Services
Transfer	Gr 7C St 4	Gr 7C St 4
	APLE FT \$55,061.21	APLE FT \$55,061.21
9/19/2021	Mobile Services	West Toledo
A'eisha Hearn	Librarian I/Generalist	Librarian I/Generalist
Temporary Transfer	Gr 6A St 9	Gr 6A St 9
	APLE FT \$59,193.50	APLE FT \$59,193.50
9/19/2021	Mott	South
Holley Jackson	Librarian I/Youth Services	Librarian I/Youth Services
Transfer	Gr 6C St 1	Gr 6C St 1
	APLE FT \$41,856.23	APLE FT \$41,856.23
9/19/2021	South	Holland
Colleen McBride	Librarian I/Children's Services	Assistant Manager/Librarian IV
Promotion/Transfer	Gr 6A St 3	Gr G St 1
	APLE FT \$47,815.15	Exempt FT \$57,666.12

## Separations

	Employee	Agency	Date
Clerical	Jessica Bernal – <i>Retro 09/04/2021</i>	Kent	9/9/2021
Exempt	John Dewees	Local History & Genealogy	10/14/2021
Shelver	Erin Jacobs	Washington	8/27/2021
	Lindsey Stockdale	Heatherdowns	9/25/2021

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

Event	Date	Name	Amount
OLC Convention and Expo	October 13 – 15, 2021	Alexis McNeal, Julie Bursten, Cristin Brown, Nancy Eames, Sierra Webb, Lauren Howald, Abby Byers, Bobbie Patridge	\$6052.44

**Executive Session** Mrs. Savage moved that the Board, subject to Ohio Revised Code Sections 121.22 (G1) and (G4) regarding the employment or compensation of public employees, have an Executive Session. Seconded by Mr. Alexander. Mrs. Savage asked Ricki Brisbin to first conduct a roll call. After the roll, Mrs. Savage respectfully asked everyone to leave the room. Mr. Dansack moved approval to return to regular session, seconded by Mr. Johnson; all voted aye, motion carried. After the Executive Session was concluded, everyone was invited back into the room.

**Exempt Handbook Changes** The Personnel Committee met on September 20<sup>th</sup>, 2021, to discuss changes to the Exempt Employee Benefit Handbook for administrative, managerial, supervisory, and confidential staff as recommended by Library Administration. The Committee recommended the adoption of the following updates to the handbook

- Annual accrual rates for employees in pay grades A through D will reflect the same accrual rates as pay grades E through N
- Adopting standard pay practices for acting assignments, lateral transfers, promotions, and demotions
- Adopting regular equity reviews of the exempt salary schedule to ensure equitable pay practices
- Adding the Juneteenth holiday (June 19<sup>th</sup>) as a new paid holiday.

Mrs. Odesky moved for approval of the attached changes, seconded by Mr. Johnson; all voted aye, motion carried.

Note: A copy of the Exempt Employee Benefit Handbook changes is attached to these minutes.

**CWA Collective Bargaining Agreement** On September 17<sup>th</sup>, 2021, the Library and CWA reached a tentative agreement on a new, three-year contract. CWA membership ratified the

tentative agreement on Tuesday, September 21<sup>st</sup>, 2021. The Personnel Committee has reviewed the terms of the Agreement. Mrs. Odesky moved for full board approval of the labor contract, seconded by Mr. Jordan; all voted aye, motion carried.

**Executive Director’s Compensation** The Personnel Committee reviewed the current compensation of the Executive Director and recommended a one-time, lump sum payment of 3% of the Executive Director’s annual base salary in lieu of a cost-of-living adjustment for the 2021 calendar year. The payment would be similar to the one-time payments received by exempt staff in April 2021. Mrs. Odesky moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

**Executive Director’s Employment Agreement** The Personnel Committee reviewed the Executive Director’s employment agreement, which is scheduled to expire on August 31<sup>st</sup>, 2022. The Committee recommended that the Executive Director’s employment agreement be extended through January 31<sup>st</sup>, 2025. Mrs. Odesky moved for approval of the extension, seconded by Mr. Jordan; all voted aye, motion carried.

**Financial Report** The financial reports for the month ending August 31<sup>st</sup>, 2021, were accepted by the Board as presented on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried.

**Tax Receipts August**

Opening Balance	\$25,411,110.18
Real Property Tax	\$11,391,284.04
August Public Library Fund	\$1,363,940.39
2021 Year to Date	\$38,166,334.61

**Vouchers Approved** The Board approved payment of the following schedule of Vouchers for August 2021 on motion of Mr. Salas, seconded by Mr. Dansack; all voted aye, motion carried.

General Fund	\$3,036,274.49
Coronavirus Relief Fund (CRF)	2,948.00
Building & Repair Fund	0.00
Capital Projects Note Fund	0.00
Total Health Care	421,243.76
Gift Funds	1,783.51
Trust Funds	617.50
Total:	\$3,462,867.26

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$17,375,579.79
STAR @ 1.77%	1,783.51	12,287,915.39	
Huntington @ 0.20%	2,596,266.65		
August - Interest		284.66	
Ending Balance	\$2,598,050.16	\$12,288,200.05	\$27,065,729.68
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 21,595,175.02		
Building & Repair Fund	4,154,353.42		
Gift Fund	173,423.88		
Capital Projects Fund	1,142,777.36		
	\$27,065,729.68		

**Trust Fund Activity** Trust Fund Activity was approved on motion of Mr. Dansack, 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

**Acceptance of LSTA ARPA Grant** The Library was awarded an LSTA ARPA Grant in the amount of \$124,678 from the State Library of Ohio for a large flatbed scanner (33.1” x 46.8”) to supplement TLCPL’s digitization capabilities in September 2021. The Finance Committee recommended that the Board accept the grant and establish the LSTA ARPA Grant Fund and advance money to the fund if necessary. Mr. Johnson moved for approval, seconded by Mr. Dansack; all voted aye, motion approved.

**Bookmobile Procurement** The Finance Committee met with Library Administration on Wednesday, September 22<sup>nd</sup>, 2021, and discussed replacing the end-of-life Mobile Services bookmobile. The Mobile Services bookmobile is a library on wheels that provides crucial library services to neighborhoods, shopping centers, and other community locations where customer transportation challenges exist. Library Administration, in consultation with Specialty Vehicle Services, solicited proposals for the procurement of a new bookmobile and two proposals were received.

Farber Specialty Vehicles	\$330,900
Techops Specialty Vehicles	\$326,637

Based on the thoroughness and specificity of the Farber Specialty Vehicles proposal, Library Administration, under the advice and consultation of the Specialty Vehicle

Services determined Farber to be the lowest and best proposal. The Finance Committee recommended the Board approve the purchase of the new bookmobile from Farber Specialty Vehicles in the amount of \$330,900 as well as an additional 5% (\$16,545) as a contingency to manage minor changes with the order to be utilized at the discretion of the Fiscal Officer. Mr. Johnson moved for approval, seconded by Mrs. Odesky; all voted aye, motion approved.

**Resolution 04 - 2021 for the Issuance and Sale of Library Facility Notes** The Library Administration and Finance Committee working with Squire Patton Boggs as Bond Counsel and Stifel, Nicolaus & Company as Placement agent presented a resolution for the issuance and sale of Library Facilities refunding notes in the maximum aggregate principal amount of \$11,130,000 for the purpose of refunding for debt charges savings certain of the Library's outstanding library fund library facilities notes, series 2013, dated November 20, 2013. Mr. Johnson moved for approval of the resolution, seconded by Mr. Dansack; all voted aye by a roll call vote, motion carried.

Note: A copy of Resolution No. 04-2021 is attached.

**Resolution 05 – 2021 Requesting Tax Funds for Operating Purposes in 2022** Based on the official estimate received September 8<sup>th</sup>, 2021, from the County Auditor listing estimated tax receipts of \$27,000,000.00 as income from the one 3.70-mill operating levy, the following Resolution requesting tax funds for operating purposed in 2021 was adopted on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried. The request will be forwarded to the County Auditor.

WHEREAS, The Budget Commission of Lucas County, Ohio, has certified its action thereon to this Board, together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

RESOLVED, By the Board of Trustees of Toledo Lucas County Public Library, Lucas County Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted: and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate the rate of each tax necessary to be levied within and without the ten-mill limitation as follows: 3.70 mill, \$27,000,000.00 outside the 10-mill limitation, and be it further

RESOLVED, That the Secretary of this Board be, and he is hereby directed to certify a copy of this Resolution to the county Auditor of said County

**Resolution 06 - 2021 Requesting the Advance of Tax Funds for Operating Purposes in 2022** Based on the official estimate received from the County Auditor listing estimated tax receipts of \$17,478,691 (estimate from 2021) from the Public Library Fund, and \$27,000,000 as income from the 3.70 mill operating levy, the following Resolution requesting tax funds for operating purposes in 2022 was adopted on motion of Mr.

Johnson, seconded by Mr. Alexander; all voted aye, motion carried. The request will be forwarded to the County Auditor.

BE IT RESOLVED, that whereas the Toledo Lucas County Public Library is in need of operating funds for 2022, the Board of Trustees of said Library requests the County Auditor to advance tax funds as they are collected.

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

**Regular Meeting, October 28, 2021, Main Library** Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, October 28, 2021, 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, Mrs. Savage asked for a motion to adjourn the meeting. Motion made by Mr. Johnson; seconded by Mr. Dansack; all voted, meeting adjourned at 9:10 a.m.

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

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

Date: \_\_\_\_\_  
October 28, 2021