

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
April 23, 2020
Zoom Conference Call 8:30 a.m.**

Present Michael Dansack, Dennis Johnson, Keith Jordan, Sheila Odesky, Jesus Salas, Susan Savage, George Tucker

Roll Call The meeting was called to order by Mr. Tucker at 8:30 a.m., followed by roll call.

Minutes The minutes of the regular meeting of February 27, 2020 were approved on motion of Mr. Johnson, seconded by Mr. Dansack; all voted aye, motion carried.

Executive Director's Comments Mr. Kucsma commented that due to the nature of the virtual board meeting, many staff were able to watch. Even though closed to the public, the Library is participating in activities to help with the COVID-19 crisis. The number of online library card applications was twice what it usually is in March. Work groups are now being formed to make plans for reopening when it is safe for staff and public.

Employment Report The employment report was approved on motion of Mrs. Savage, seconded by Mrs. Odesky; all voted aye, motion carried.

Appointments

Employee	Agency	Grade	Salary	Date
Jennifer Harvey	Computers & Media	Gr 7C	\$55,061.21	3/9/2020
Samantha Heinze	Main Shelves	Step 1	\$9.0000	3/9/2020
Sandra Star	Mobile Services	Step 1	\$9.0000	3/9/2020

Payroll Changes

Employee	From	To
3/1/2020	Locke	Heatherdowns
Rebecca Roberts	Librarian II/Youth Services	Librarian II/Adult Services
Classification Change/	Gr 7A St 9	Gr 7A St 9
Transfer	APLE FT \$66,760.93	APLE FT \$66,760.93
3/8/2020	Mott	Holland
Clara Talip	Librarian I/Youth Services	Librarian I/Children's Services
Classification Change/	Gr 6A St 9	Gr 6A St 9
Transfer	APLE FT \$66,760.93	APLE FT \$66,760.93

Separations

	Employee	Agency	Date
Clerical	Stephanie Gwin	Main Circulation	2/28/2020
Professional	Corey Bern	Kent	3/20/2020
Security	Richard Grove	Public Safety Department	3/20/2020

Financial Reports The financial report for the months ending February 29 and March 31, 2020 were accepted by the Board as presented on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

Tax Receipts – February

Opening Balance	\$2,518,676.42
Real Property Tax	5,000,000.00
February Public Library Fund	1,585,042.18
2020 Year to Date	\$9,103,718.60

Tax Receipts – March

Opening Balance	\$ 9,103,718.60
Real Property Tax	6,149,111.84
March Public Library Fund	1,177,180.76
2020 Year to Date	\$16,430,011.20

Vouchers Approved The Board approved payment of the following Schedules of Vouchers for February and March 2020 on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried.

February	
General Fund	\$2,892,951.03
BWC Workplace Wellness Fund	0.00
LSTA Migrant Farmworker Fund	0.00
LSTA Conservation Fund	0.00
Building & Repair Fund	0.00
Capital Projects Note Fund	171,369.31
Total Health Care	264,631.92
Gift Funds	5,194.00
Trust Funds	40,543.67
Total:	\$3,374,689.93

March	
General Fund	\$3,376,283.42
BWC Workplace Wellness Fund	0.00
LSTA Migrant Farmworker Fund	0.00
LSTA Conservation Fund	0.00
Building & Repair Fund	0.00
Capital Projects Note Fund	37,328.93
Total Health Care	456,835.05
Gift Funds	10,750.08
Trust Funds	2,102.35
Total:	\$3,883,299.83

Interim Funds Activity Interim Funds Transactions were approved as listed below on motion of Mrs. Savage, seconded by Mr. Dansack; all voted aye, motion carried.

February	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$7,563,310.53
STAR @ 1.77%	176,563.31		
Huntington @ 0.20%	1,586,832.92	4,677,451.42	
February - Interest		3,652.85	
Ending Balance	\$1,763,396.23	\$4,681,104.27	\$10,481,018.57
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 7,588,403.74		
Building & Repair Fund	1,152,857.33		
Gift Fund	195,730.19		
Capital Projects Fund	1,544,027.31		
	\$10,481,018.57		

March	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$10,481,018.57
STAR @ 1.77%	48,079.01		
Huntington @ 0.20%	1,252,357.07	5,300,000.00	
March - Interest		2,498.64	
Ending Balance	\$1,300,436.08	\$5,302,498.64	\$14,483,081.13
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$11,636,701.34		
Building & Repair Fund	1,153,030.26		
Gift Fund	185,166.59		
Capital Projects Fund	1,508,182.94		
	\$14,483,081.13		

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

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

Reduction in Expenses due to COVID-19 The Finance Committee convened recently to address expected revenue shortfalls as a result of the COVID-19 pandemic. Through modeling and scenario planning, the Library’s Executive Leadership Team (ELT) expects a reduction in revenue of at least \$4.5 million to \$5 million in 2020 and further losses in 2021 and beyond. Due to this rapidly evolving and declining economic situation, Library administration proposed the implementation of a series of actions to reduce Library expenditures.

Understanding the need for swift action, the Finance Committee supports the Executive Director in implementing the necessary operational and personnel changes to achieve these reductions, including, but not limited to, hours adjustment, reduction in force, and employee status changes, in accordance with applicable laws. These changes will be reviewed every 30 days. Mr. Johnson moved approval of these actions, seconded by Mrs. Odesky; all voted aye with Mr. Salas abstaining, motion carried.

Regular Meeting, May 28, 2020, Maumee Branch Library Mr. Tucker announced that the next regular meeting of the Board would be on Thursday, May 28, 2020 at 8:30 a.m., at the Maumee Branch Library, 501 N. River Road, Maumee.

Adjournment There being no further business to come before the Board, Mr. Tucker asked for a motion to adjourn the meeting. Motion made by Mr. Johnson, seconded by Mr. Jordan; all voted aye, meeting adjourned at 8:52 a.m.

Approved by: _____
George Tucker, President

Attested by: _____
Jesus Salas, Secretary

Date: May 28, 2020