

**Toledo Lucas County Public Library  
Minutes of Board of Trustees Meeting  
April 25, 2019  
Oregon Branch Library 8:30 a.m.**

**Present** Michael Dansack, 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 March 28, 2019 were approved on motion of Mr. Dansack, seconded by Mr. Salas; all voted aye, motion carried.

**Resolution of Appreciation No. 03-19 honoring Roger Veitch** The Board unanimously adopted a Resolution of Appreciation honoring Roger Veitch on motion of Mrs. Savage, seconded by Mr. Dansack; all voted aye, motion carried. Mr. Veitch has for 24 years repeatedly demonstrated his commitment to the goals and mission of the Library as Assistant Business Manager/Assistant Deputy Clerk Treasurer and Business Manager/Deputy Clerk Treasurer. Note: A copy of the resolution is attached to these official minutes.

**Acting Director's Comments** Mr. Kucsma congratulated Mr. Veitch on his retirement. The Staff Appreciation working group started a program called Shout Outs, which recognize staff members online for the work they are doing. In just three months, there have been over 170 shout-outs posted. Mr. Tucker also mentioned that the Library has great employees, and that the staff make this Library run. He appreciates this program that recognizes staff that provide outstanding service.

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

**Appointments**

Employee	Agency	Grade	Salary	Date
Richard Grove	Public Safety Department	Ungraded	\$23,316.00	04/03/2019
Elizabeth Pohlman	Facilities & Operations	Grade 1A*	\$32,173.27	04/08/2019
Robin Waite	Facilities & Operations	Grade 1A*	\$32,173.27	04/08/2019

**Payroll Changes**

Employee	From	To
03/24/2019	Main Circulation	Main Circulation
Janet Forney	Supervisor Circulation Services I	Supervisor Circulation Services II
Reclassification	Gr C St 7	Gr D St 6
	Exempt FT \$50,097.47	Exempt FT \$52,659.21
04/04/2019	Audio Visual	Computers and Media
Dawn Casares	Clerk II	Clerk II
Department Name Change	Gr 2 St 7	Gr 2 St 7
	CWA FT \$40,553.32	CWA FT \$40,553.32
04/04/2019	Director's Office	Adult Services
Timothy Hagen	Adult Services Coordinator	Adult Services Coordinator

Transfer/New Department	Gr I* St 4	Gr I* St 4
	Exempt FT \$75,509.16	Exempt FT \$75,509.16
04/04/2019	Audio Visual	Computers and Media
Amber Painter	Librarian I/Adult Services	Librarian I/Adult Services
Department Name Change	Gr 6A St 8	Gr 6A St 8
	APLE FT \$56,507.61	APLE FT \$56,507.61
04/04/2019	Tech Team	Computers and Media
Ryan Rigaux	Librarian I/Adult Services	Librarian I/Adult Services
Department Name Change	Gr 6B St 7	Gr 6B St 7
	APLE FT \$54,991.50	APLE FT \$54,991.50
04/07/2019	Kent	Reynolds Corners
Cynthia Arias	Supervisor Circulation Services I	Supervisor Circulation Services I
Transfer	Gr C St 7	Gr C St 7
	Exempt FT \$50,097.47	Exempt FT \$50,097.47
04/07/2019	Waterville	Waterville/Kent
Jennifer Conners	Supervisor Circulation Services II	Supervisor Circulation Services II
Temporary Transfer	Gr D St 7	Gr D St 7
	Exempt FT \$54,563.23	Exempt FT \$54,563.23
04/14/2019	Sylvania	Sylvania
John Barry	Shelver	Shelver
Permanent Transfer	Ungraded St 2	Ungraded St 2
	CWA Shelver \$11.2131 Hourly	CWA Shelver \$11.2131 Hourly
04/21/2019	Sanger	Sanger
Clare Muller	Page	Page
Scheduled Increment	Step 1	Step 2
	Page Page \$9.0000 Hourly	Page Page \$9.5000 Hourly
05/05/2019	Information Technology	Information Technology
Benjamin Bolbach	Network Administrator	Supv. Computers & Information Systems
Reclassification	Gr G St 7	Gr H St 6
	Exempt FT \$71,791.22	Exempt FT \$74,896.67

#### Separations

	Employee	Agency	Date
Clerical	James McCann	Mobile Services	04/26/2019

**Travel and Training** The Board approved the following travel and training expenses on motion of Mrs. Savage, seconded by Mr. Salas; all voted aye, motion carried.

Event	Date	Name	Amount
Mental Health First Aid	April 5, 2019	Rebeca Marsh	\$510.82
PTRC Annual Seminar	April 8-12, 2019	Linda Fayerweather	\$146.30
OLC Trustee Dinner	May 2, 2019	Meg Delaney, Nancy Eames, Jim Funk, Jeff Godzak, Jason Kucsma, Jesus Salas, Sue Savage, George Tucker	\$320.00
True Colors Conference	May 5-7, 2019	Mary-Thom Williams	\$1,478.00

Community Engagement Conference	May 15, 2019	Julie Bursten, Jennifer Day, Linda Fayerweather, Jim Funk, Michelle Thomas, David Topoleski	\$1,372.92
CPIM Annual Training	May 16, 2019	Dana Allee	\$170.00
ALA Annual Conference	June 20-25, 2019	Angela Bronson, Andrea Francis, Christina Gaydos, Shelly Guerrero, Ben Malczewski	\$10,236.80
Mazza Museum Summer Conference	July 17, 2019	Heidi Yeager	\$238.79

**Tuition** The Board approved the following tuition expenses on motion of Mr. Dansack, seconded by Mrs. Savage; all voted aye, motion carried.

School	Name	Amount
Kent State University	Brooke Cox	\$1,500.00

**Financial Reports** The financial reports for the month ending March 28, 2019 were accepted by the Board as presented on motion of Mr. Dansack, seconded by Mr. Salas; all voted aye, motion carried.

**Tax Receipts**

Opening Balance	\$7,774,690.14
Real Property Tax	8,423,651.59
February PLF	1,090,427.52
2019 Year to Date	\$17,288,769.25

**Vouchers Approved** The Board approved payment of the following Schedule of Vouchers for March 2019 on motion of Mrs. Savage, seconded by Mr. Dansack; all voted aye, motion carried.

General Fund	\$3,809,918.01
BWC Workplace Wellness Fund	0.00
Building & Repair Fund	687.50
Capital Projects Note Fund	1,307,339.92
Total Health Care	360,412.34
Gift Funds	73.44
Trust Funds	1,248.46
Total:	\$5,479,679.67

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$18,427,651.82
STAR @ 2.35%			
Huntington @ 0.20%		2,301,138.66	
Interest		30,367.68	
Ending Balance	\$0.00	\$2,331,506.34	\$20,759,158.16
Breakdown of Funds:			
General & Insurance Fund	\$7,526,774.13		
Building & Repair Fund	\$1,171,929.43		
Gift Fund	\$1,011,799.78		
Capital Projects Fund	\$11,048,654.82		
			\$20,759,158.16

**Trust Fund Activity** Trust Fund Activity was approved on motion of Mrs. Savage, seconded by Mr. Dansack; all voted aye, motion carried.

	Maturities	Investments	Previous Balance
No Activity			\$750,000.00
Ending Balance	\$0.00	\$0.00	\$750,000.00

**Sylvania Change Order** A change order in the amount of -\$7,852.50 is necessary to credit the Library back a portion of the \$15,000.00 allowance for Special Inspections and Testing at the Sylvania Branch. On behalf of the Buildings & Grounds Committee, Mike Dansack moved approval of this change order, seconded by Mr. Salas; all voted aye, motion carried.

**Staff Organizations** Brief remarks were heard from Steve Nichols, APLE representative and Harry Johnston, CWA representative.

**OLC Legislative Day Overview** Rhonda Sewell spoke of staff and Trustee Susan Savage meeting with state legislators in Columbus to advocate for Library services. TLCPL also had a vendor table showcasing our Early Literacy initiatives. Governor Mike Dewine spoke to the group and mentioned the passing of Director Clyde Scoles.

**Oregon Branch** Branch Manager Lisa Green welcomed everyone and invited them to tour the Branch. She also mentioned the Branch’s outreach to area schools.

**Regular Meeting, May 23, 2019, Mott Branch Library** Mr. Tucker announced that the next regular meeting of the Board would be on Thursday, May 23, 2019 at 8:30 a.m., at the Mott Branch Library, 1010 Dorr Street, Toledo, OH 43607.

**Adjournment** There being no further business to come before the Board, Mr. Tucker asked for a motion to adjourn the meeting. Motion made by Mrs. Savage, seconded by Mr. Salas; all voted aye, meeting adjourned at 8:51 a.m.

Approved by: \_\_\_\_\_  
Susan M. Savage, Vice President

Attested by: \_\_\_\_\_  
Jesus Salas, Secretary

Date: May 23, 2019