

**Toledo Lucas County Public Library  
Minutes of Board of Trustees Meeting  
December 17, 2020  
Zoom Conference Call      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 of November 19, 2020 were approved on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

**Resolution 23-20 honoring Dawn Casares** The Board unanimously adopted a Resolution of Appreciation honoring Dawn Casares on motion of Mrs. Savage, seconded by Mr. Jordan; all voted aye, motion carried. Ms. Casares has served the Library for forty-two years. Ms. Casares held the positions of Page, Clerk, Book Mender and most recently Technical Services Clerk II in the Fact and Fiction department. Ms. Casares has been dependable and always willing to take on extra tasks to support her department and TLCPL. Ms. Casares has always shown great attention to detail.

**Resolution 24-20 honoring Jeanne McHugh** The Board unanimously adopted a Resolution of Appreciation honoring Jeanne McHugh on motion of Mrs. Savage, seconded by Mr. Dansack; all voted aye, motion carried. Ms. McHugh served the Library for twenty years. Ms. McHugh began her career as Sub in the Human Resources department and has also served as Librarian I/Adult Services, Assistant Manager/Librarian IV and most recently as Manager at Toledo Heights. Ms. McHugh has demonstrated TLCPL values through various community partnerships, particularly the Toledo Zoo, area schools and neighborhood groups. Ms. McHugh always sought to improve her branch during her career at TLCPL.

**Nominating Committee** Mrs. Savage suggested the following trustees as members of the Nominating Committee, to prepare a slate of officers for consideration at the next organizational meeting of the Board on January 28, 2020.

Nominating Committee

Chairperson:            Michael Dansack, Chairman  
                                 Keith Jordan  
                                 Sheila Odesky

**Executive Director's Comments** The vaccine coming to Ohio is a light at the end of this tunnel. Currently there are zero active cases at the Library. TLCPL is part of a coalition of community leaders to raise awareness around the vaccine called The V-Project. The goal is to have 70% vaccinated—an aspirational but realistic goal. The staff is working through a lot of professional development right now from online training in a variety of areas to The BIG IDEA - TLCPL's diversity, equity, and inclusion initiative. Nearly a quarter of staff have participated in this voluntary training.

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

**Appointments**

Employee	Agency	Grade	Salary	Date
None				

**Payroll Changes**

Employee	From	To
11/29/2020	Technical Services	Technical Services
Christina Gaydos	Librarian II/Cataloger	Supervisor Technical Services/Librarian V
Promotion	Gr 7C St 5	Gr H St 1
	APLE FT \$57,814.28	Exempt FT \$62,591.18
11/29/2020	Toledo Heights	Point Place
Jeanne McHugh	Manager/Librarian V	Manager/Librarian V
Transfer	Gr H St 7	Gr H St 7
	Exempt FT \$79,169.40	Exempt FT \$79,169.40
12/13/2020	Technical Services	Technical Services
Rebecca Marsh	Clerk II	Clerk III
Promotion	Gr 2A St 5	Gr 3A St 4
	CWA FT \$37,867.99	CWA FT \$38,823.95

**Separations**

	Employee	Agency	Date
Administrative	Hannah Lammie – <i>Termination</i>	Holland	11/23/2020
	Jeanne McHugh – <i>Retirement</i>	Point Place	01/06/2021
Clerical	Dawn Casares – <i>Retirement</i>	Fact & Fiction	01/06/2021
Librarian	Erin Pearson	Maumee	12/05/2020

**Tuition Expenditures** Tuition expenditure were approved on motion of Mr. Dansack, seconded by Mr. Alexander; all voted aye, motion carried

School	Name	Amount
Wayne State University	Morgan Rinckey	\$1,500.00

**Stop Loss Insurance** Proposals for specific stop loss insurance for the Library’s self-insured health insurance plans for the 2021 plan year were received by the Library’s health care consultant, Ken Robie. Three proposals were received as follows:

Carrier	Annual Premium	Specific Deductible
Paramount	\$313,186.00	\$150,000
HM	\$333,780.00	\$150,000
Gerber	\$375,531.00	\$150,000

The insurance premiums reflect an overall 1.99% increase per insured member covered by both single and family plans, however, the annualized premium represents a \$6,820 decrease in overall costs for 2021 due to a decline in the number of insured employees. Library administration recommended entering into an agreement with Paramount for the 2021 plan year in the amount of \$313,186. Motion for approval made by Mrs. Odesky, seconded by Mr. Dansack; all voted aye, motion carried.

**Financial Reports** The financial report for the month ending November 30,2019 was accepted by the board as presented on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

**Tax Receipts November**

Opening Balance	\$40,626,968.31
Real Property Tax	
Public Library Fund	\$1,408,641.75
2020 Year to Date	\$42,035,610.06

**Vouchers Approved** The Board approved payment of the following Schedules of Vouchers for November 2020 on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

General Fund	\$2,727,129.83
BWC Workplace Wellness Fund	0.00
LSTA Migrant Farmworker Fund	0.00
LSTA Conservation Fund	91.51
Coronavirus Relief Fund	61,882.35
Building & Repair Fund	0.00
Capital Projects Note Fund	0.00
Total Health Care	296,762.03
Gift Funds	0.00
Trust Funds	555.00
Total:	\$3,086,420.72

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$17,230,064.14
STAR @ 0.13%	450.00		
Huntington @ 0.20%	2,390,160.96	1,000,000.00	
November - Interest		369.62	
Ending Balance	\$2,390,610.96	\$1,000,369.62	\$15,839,822.80
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 13,346,952.40		
Building & Repair Fund	1,153,754.00		
Gift Fund	182,672.81		
Capital Projects Fund	1,156,443.59		
	\$15,839,822.80		

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$500,000.00
November Activity	\$500,000.00	\$650,000.00	
Ending Balance	\$500,000.00	\$650,000.00	\$650,000.00

**Finance Fidelity Bonds** The Finance Committee is asking for Board approval to renew the fidelity bond insurance coverage for the Fiscal Officer and Deputy Fiscal officer, in the amount of \$1,000,000 each with Western Surety Company and blanket coverage to include all staff in the amount of \$1,000,000 with The Cincinnati Insurance company, both through USI Insurance Services. The one-year premium effective January 1,2021 is a total of \$7,915 for all three policies. Motion for approval made by Mr. Johnson, seconded by Mr. Alexander; all voted aye, motion carried.

**Modification of 2020 Appropriation Schedule** In consultation with Administration the Finance Committee recommended to the Board the transfer of \$3,000,000 from the General fund to the Building and Repair Fund and recommended the following modification to reconcile various line item accounts, and motion to approve was made by Mr. Johnson, seconded by Mr. Salas; all voted motion carried.

FROM:		
54210	Adult Periodical	\$56,000
TO		
54110	Adult Books	\$50,000

54120	Juvenile Books	\$2,000
54125	Teen Books	\$4,000

**2021 Permanent Appropriation Schedule** The Finance Committee met Wednesday, December 16, 2020 to discuss the Permanent Appropriations Schedule for 2021. On behalf of the Finance Committee, Mr. Johnson moved approval of the Permanent Appropriation Schedule below, seconded by Mr. Alexander; all voted aye, motion carried.

BE IT RESOLVED, by the Board of Library Trustees of the Toledo Lucas County Public Library District, that to provide for the current expenses and other expenditures of said Board of Library Trustees during the fiscal year, ended December 31, 2021, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows:

General Fund	\$45,689,717
Special Revenue Funds	\$0
Building & Repair Fund	\$500,000
Capital Projects Note Fund	\$1,131,181
Total Health Care Fund	\$5,300,000
Gift Funds	\$166,385
Trust Funds	\$104,200
Total:	\$52,891,483

**Main Library Renovation Change Order** Library Administration has been working to finalize documents with Lathrop, the Construction Manager, on the recently renovated Main Library project. The Building and Grounds Committee met this week with Library administration to review the following change order item by item. A complete list of transactions with each Cost Approval Request (CAR) below is included in the Board packet. There were no questions. Mr. Dansack moved for approval, Mrs. Odesky seconded; all voted aye, motion carried.

CAR #1 - Credits, Rough Mechanical, Electrical, and General Building Changes	\$32,338
CAR #2 - Interior Finish Alterations and Credits	\$72,064
CAR #3 - Interior Finish Additions	\$59,670
CAR #4 - Wintergarden Repairs and Access Control Changes	\$69,013
CAR #5 - Emergency Responder and Partial Guaranteed Maximum Price Reconciliation	\$2,131
Final Guaranteed Maximum Price Reconciliation	(\$180,887)

**Board of Trustees Bylaws** At the September Board Meeting, Board President Mrs. Savage created a Governance Committee to review the Bylaws of the Board of Trustees as a matter of good and responsible governance. The committee included Mr. Johnson, Mr. Dansack and Mrs. Savage. The existing bylaws were last updated in May 2009. In two meetings and individual deliberation in between meetings, the committee recommended some clerical and the following substantive changes.

- The reintroduction of a 12-month calendar schedule for Board meetings with the understanding that some meetings at other times in the year may be canceled if there is no pressing business before the Board of Trustees
- The modification of the charge of the Community Relations and Services Committee to reflect the library’s extensive work with partners, elected officials, and other community stakeholders.
- The increase of the Director’s spending discretion from \$25,000 to \$100,000 to reflect the escalation in costs for goods and services while still maintaining a level of accountability.

In addition to the above substantive updates, the committee discussed the progression of Trustees through officer positions. The existing bylaws specify one-year terms for officer positions, but the Library has traditionally renewed those one-year terms for officer positions. While providing a level of continuity and stability, this practice also had the unintended effect of preventing newer trustees from serving in an officer role until a second term on the Board. The committee noted that it would be beneficial for the Board to return to the practice of one-year terms at the conclusion of 2021, after the existing officers have served a full year in their current roles. These updates bring the Board of Trustees bylaws in alignment with current practice. Mrs. Savage moved motion for approval, Mr. Jordan seconded; all voted, motion carried.

**Staff Organizations** Brief remarks were heard from Brooke Cox, APLE representative and Harry Johnston, CW representative.

**Regular Meeting, January 28, 2021, Main Library** Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, January 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. Alexander, seconded by Mr. Salas; all voted aye, meeting adjourned at 9:09 a.m.

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

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

Date: \_\_\_\_\_  
January 28, 2021