

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
February 27, 2020
Main Library 8:30 a.m.**

Present Michael Dansack, Dennis Johnson, Keith Jordan, 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 January 23, 2020 were approved on motion of Mr. Salas, seconded by Mr. Johnson; all voted aye, motion carried.

Appointment of Assistant Deputy Fiscal Officers The Board made the following appointment at no additional salary on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried. The appointed Assistant Deputy Fiscal Officer then rose, and Mr. Dansack administered the prescribed oath of office.

Assistant Deputy Fiscal Officer Emily Leach

Executive Director's Comments Mr. Kucsma thanked customer service staff for their efforts during dog licensing season with over 17,000 licenses sold, which was a 21 percent increase over last year. The Fire Fighters Museum sent a letter to thank TLCPL for the digitization work the Library has done for them, which is part of the effort to help digitize community history by Digitization Supervisor John Dewees.

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

Appointments

Employee	Agency	Grade	Salary	Date
Olivia Corner	Waterville	Step 1	\$9.0000	2/10/2020
Holley Jackson	Mott	6C	\$41,856.23	2/10/2020
Rachel Smithberger	Sanger	Step 1	\$9.0000	2/10/2020
Brent Zietlow	Facilities & Operations	6A*	\$47,089.81	2/10/2020

Payroll Changes

Employee	From	To
1/26/2020	Technical Services	Technical Services
Amy Hartman	Librarian II/Adult Services	Librarian III/Adult Collection
Reclassification	Gr 7A St 9	Gr 8A St 7
Retro 9/23/2019	APLE FT \$66,760.93	APLE FT \$69,189.32
1/26/2020	Technical Services	Technical Services
Cynthia Vanderbrink	Librarian II/Children's Services	Librarian III/Youth Collection

Reclassification	Gr 7A St 9	Gr 8A St 7
Retro 9/23/2019	APLE FT \$66,760.93	APLE FT \$69,189.32
2/2/2020	King Road	King Road
Julie Bursten	Manager/Librarian VII	Regional Manager
Promotion	Gr J St 7	Gr K St 6
	Exempt FT \$93,689.88	Exempt FT \$98,453.33
2/2/2020	South	South
Celeste Felix	Manager/Librarian V	Regional Manager
Promotion	Gr H* St 4	Gr K* St 1
	Exempt FT \$70,868.81	Exempt FT \$80,556.92
2/2/2020	Maumee	Maumee
Allison Fiscus	Manager/Librarian VI	Regional Manager
Promotion	Gr I St 4	Gr K St 1
	Exempt FT \$77,019.34	Exempt FT \$80,556.92
2/2/2020	Branch Services	West Toledo
Nicole Naylor	Manager	Manager/Librarian VII
Reorganization	Gr M St 5	Gr J+ St 9
Red Circled – Frozen	Exempt FT \$116,432.09	Exempt FT \$116,432.09
2/9/2020	Oregon	Maumee
Katherine Al-Akhras	Customer Service Clerk I	Librarian I/Adult Services
Promotion/Transfer	Gr 1A* St 1	Gr 6C St 1
	CWA LPT \$16.3390 Hourly	APLE FT \$41,856.23
2/9/2020	Children's Library	Children's Library
Juliette Hebert	Librarian I/Children's Services	Librarian I/Children's Services
Status Change	Gr 6C St 1	Gr 6C St 1
	APLE PT-II \$21.4647 Hourly	APLE FT \$41,856.23
2/11/2020	Kent	Kent
Brooke Cox	Librarian I/Youth Services	Librarian II/Youth Services
Promotion	Gr 6A St 9	Gr 7A St 7
Retro 12/15/2019	APLE FT \$59,193.50	APLE FT \$62,977.11
2/16/2020	Kent	Human Resources
Erin Baker	Manager/Librarian VI	Coordinator Organizational Learning
Promotion/Transfer	Gr I* St 7	Gr K* St 4
	Exempt FT \$86,036.56	Exempt FT \$91,308.45
2/16/2020	Director's Office	Public Services

Margaret Delaney	Manager Main Library	Regional Manager
Reorganization	Gr M St 7	Gr K+ St 9
Red Circled – Frozen	Exempt FT \$125,924.01	Exempt FT \$125,924.01
2/16/2020	Branch Services	Kent
Susan Skitowski	Manager	Regional Manager
Reorganization	Gr M St 7	Gr K+ St 9
Red Circled - Frozen	Exempt FT \$125,924.01	Exempt FT \$125,924.01

Separations

	Employee	Agency	Date
Clerical	Kaylee Hendricks – Retro 1/10/2020	Main Circulation	1/25/2020
	Wafaa Azzouni	Holland	2/13/2020
	Stephanie Gwin	Main Circulation	2/28/2020
Page	Maiya Black	King Road	2/4/2020

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

Travel & Training Expenditures

Event	Date	Name	Amount
ULC Entrepreneurial Training	January 15-18, 2020	Linda Fayerweather	\$86.92
OLC Tech Services Division Meeting	February 5, 2020	Gayle Martinez	\$150.00
2020 ADDY Awards	February 20, 2020	Terri Carroll, Kelsey Cogan, Heather Hoffman, Maria Jadwisiak, Lisa Schmidt, Cliff Upp	\$320.00
PLA Career Fair	February 26-27, 2020	Erin Baker, Jacey Duffer	\$1,355.02
Teen Think Tank	February 28, 2020	David Bush	\$100.40
OLC Trustee Workshop	March 6-7, 2020	Keith Jordan	\$416.00
YWCA 2020 Milestones	March 12, 2020	Jason Kucsma, Rhonda Sewell	\$130.56
Toledo Regional Chamber Focus on Business meeting	March 18, 2020	Meg Delaney, Michelle Gasser, Zachary Huber, Jason Kucsma, Terwase Ngur	160.80
NOTSL Spring 2020 Meeting	March 20, 2020	Christina Gaydos, Kelly Michalak	\$447.00
PLIX (Public Library Innovation Exchange) Workshop	March 30-April 1, 2020	Rebecca Ransberger	\$1,054.00
2020 Technical Services Retreat	April 15-16, 2020	Christina Gaydos, Gayle Martinez	\$1,044.00

Metro Directors Meeting	April 21-22, 2020	Jason Kucsma	\$390.20
Virginia Hamilton Conference	April 30, 2020	Cindy Vanderbrink	\$302.40
Service for All: Empowering and rethinking service for all	May 14, 2020	Susan Roudebush	\$150.00
OVTSL (Ohio Valley Group of Technical Services Librarians) 2020	May 18, 2020	Christina Gaydos	\$411.00
ALA Annual	June 25-27, 2020	Franco Vitella	\$1,254.99
Research Institute for Public Libraries	July 12-15, 2020	Andy Lechlak	\$1,675.80

Tuition Expenditures

School	Name	Amount
Wayne State University	David Lutz	\$1,500.00

Financial Reports The financial report for the month ending January 31, 2020 was accepted by the Board as presented on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried.

Tax Receipts

Opening Balance	\$ 0.00
Real Property Tax	1,200,000.00
January Public Library Fund	1,318,676.42
2019 Year to Date	\$2,518,676.42

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

General Fund	\$3,988,128.90
BWC Workplace Wellness Fund	0.00
LSTA Migrant Farmworker Fund	0.00
LSTA Conservation Fund	0.00
Building & Repair Fund	75.00
Capital Projects Note Fund	25,143.94
Total Health Care	316,826.65
Gift Funds	12,340.65
Trust Funds	2,076.40
Total:	\$4,344,591.54

Interim Funds Activity Interim Funds Transactions were approved as listed below 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			\$7,167,843.43
STAR @ 2.35%	37,484.59		
Huntington @ 0.20%	1,071,079.72	1,500,000.00	
January - Interest		4,031.41	
Ending Balance	\$1,108,564.31	\$1,504,031.41	\$7,563,310.53
Breakdown of Funds:			
General & Insurance Fund	\$ 4,496,932.74		
Building & Repair Fund	1,152,636.49		
Gift Fund	200,685.20		
Capital Projects Fund	1,713,056.10		
	\$7,563,310.53		

Trust Fund Activity Trust Fund Activity was approved on motion of Mr. Johnson, seconded by Mr. Salas; 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

Digital Collections Policies The Digital Collections Policies address issues around use and attribution of digital content, copyright, the Library’s commitment to ensuring that library generated digital resources are universally available in the public domain, and the Library’s take-down policy related to shared digital resources for which a copyright infringement claim may arise. On behalf of the Community Relations Committee, Mr. Salas moved approval of these policies, seconded by Mr. Johnson; all voted aye, motion carried.

Videography and Photography Policy The Videography and Photography policy updates the Library’s existing Photography and Videography policy to further clarify the Library’s and the public’s rights and responsibilities related to filming and streaming video in the Library, and was accepted on motion of Mr. Salas, seconded by Mr. Dansack; all voted aye, motion carried.

Institutional Data and Data Privacy Policies The Institutional Data and Data Privacy policies address the Library’s commitment to protecting the privacy of Library customers. The Institutional Data Policy explains how and where the Library collects and uses anonymous customer data to improve business processes and programs and services for the public. The Data Privacy Policy further affirms the Library’s commitment to customer data privacy and explains that some 3rd party vendors the Library works with may have different policies and practices. Links are provided to those services to help customers make informed decisions before using those services. The Personal Information Policy has been updated to address title changes

resulting from the recent administrative reorganization. The policies were accepted on motion of Mr. Salas, seconded by Mr. Johnson; all voted aye, motion carried.

Staff Organizations Brief remarks were heard from Harry Johnston, CWA representative.

2020 Census Deborah Barnett, Library Census Coordinator, gave a presentation on the work she is doing for the 2020 Census, along with eight subcommittees. Some of the organizations that are working together include faith-based organizations, The Ability Center, Toledo Public Schools, various neighborhood organizations, etc. Library staff are being trained to assist customers in completing census, which is online for the first time. Census day events will be held on April 1 to remind the public how important it is to participate. Data shows that Lucas County was undercounted by 20% in the 2010 census.

Regular Meeting, March 26, 2020, Main Library Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, March 26, 2020 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. Salas, seconded by Mr. Jordan; all voted aye, meeting adjourned at 8:58 a.m.

Approved by: _____
Susan Savage, Vice President

Attested by: _____
Jesus Salas, Secretary

Date: March 26, 2020