

**Toledo Lucas County Public Library  
Minutes of Board of Trustees Meeting  
January 23, 2020  
Main Library 8:30 a.m.**

**Present** Michael Dansack, 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 December 19, 2019 were approved on motion of Mrs. Odesky, seconded by Mrs. Savage; all voted aye, motion carried.

**Trustee Reappointment** Mr. Tucker announced that the Lucas County Commissioners have reappointed Sheila Odesky to the Board of Trustees of the Toledo Lucas County Public Library. Mrs. Odesky’s seven-year term began January 10, 2020 and expires January 10, 2027. Mr. Dansack then administered the prescribed oath of office to Mrs. Odesky. \**“I do solemnly swear that I will support the Constitution of the United States of America and the constitution of the State of Ohio, and that I will faithfully perform the duties of my office.”*  
Note: A copy of the reappointment letter is attached to these official Minutes.

**Election of Officers and Oath of Office** Nominating Committee Chair Mr. Dansack, along with Mrs. Odesky and Mr. Johnson, proposed the following slate of officers for 2020: George Tucker, President; Susan Savage, Vice President; and Jesus Salas, Secretary. Mr. Dansack moved the nominations closed and Mrs. Odesky seconded the motion; all voted aye, motion carried. Mr. Dansack then asked Mr. Tucker, Mrs. Savage and Mr. Salas to stand and take the oath of office\*.

**Committee Appointments** Acceptance by trustees of the following Committee appointments for 2020 was announced. The president or a designated trustee can also attend a committee meeting in place of a regular committee member who may be absent.

Buildings and Grounds Committee	Michael Dansack, Chair	Dennis Johnson Susan Savage
Community Relations and Services Committee	Jesus Salas, Chair	Sheila Odesky Keith Jordan
Finance/Audit Committee	Dennis Johnson, Chair	Jesus Salas Susan Savage
Personnel Committee	Sheila Odesky, Chair	Michael Dansack Keith Jordan

**Reappointment of Fiscal Officer, Deputy Fiscal Officer and Assistant Deputy Fiscal Officers**

The Board made the following appointments at no additional salary on motion of Mr. Dansack, seconded by Mrs. Odesky; all voted aye, motion carried. The appointed Fiscal Officers then rose, and Mr. Dansack administered the prescribed oath of office\*.

Fiscal Officer	Jason Kucsma
Deputy Fiscal Officer	Mike Graybeal
Assistant Deputy Fiscal Officer	Dana Allee and Julie Bushroe

**Executive Director’s Comments** Mr. Kucsma noted that he and Trustee Jesus Salas had the pleasure of being a part of a naturalization ceremony recently held at Main Library. Thirty-five new citizens were welcomed into the United States from 27 different countries. December showed 12% increases in both customer count and circulation of digital materials.

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

**Appointments**

Employee	Agency	Grade	Salary	Date
Patrick Cook	King Road	6C	\$41,856.23	1/13/2020
Jozlyn Heckel	West Toledo	6C	\$43,948.97	1/13/2020
Darlene Nicholson	HR – Sub	5	\$11.8756	1/13/2020
Divinity Morehead	Main Shelves	Step 1	\$9.0000	1/15/2020

**Payroll Changes**

Employee	From	To
12/15/2019	West Toledo	West Toledo
Christopher Roth	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A* St 1	Gr 1A* St 1
	CWA LPT \$16.3390 Hourly	CWA PT-II \$16.3390 Hourly
12/29/2019	Oregon	Oregon
Abby Byers	Librarian I/Adult Services	Librarian II/Adult Services
Promotion	Gr 6C St 1	Gr 7C St 1
	APLE FT \$41,856.23	APLE FT \$47,563.93
12/29/2019	West Toledo	Reynolds Corners
Christopher Roth	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 1	Gr 1A* St 1
	CWA PT-II \$16.3390 Hourly	CWA PT-II \$16.3390 Hourly
1/5/2020	Public Safety Department	Public Safety Department
Benjamin Tucker	Supervisor	Public Safety Officer
Classification/Status Change	Gr F* St 4	Ungraded St 0
	Exempt FT \$59,238.41	Security Security \$23.7823
1/12/2020	Finance Office	Finance Office
Dana Allee	Acting Business Mgr/Asst Deputy Fiscal	Manager/Assistant Deputy Fiscal Officer
Appointment to Position	Gr M St 3	Gr M St 3
	Exempt FT \$107,298.78	Exempt FT \$107,298.78
1/12/2020	Technical Services	Technical Services
Kelly Michalak	Supervisor Library Acquisitions	Manager

Promotion	Gr H St 7	Gr I St 6
	Exempt FT \$79,169.40	Exempt FT \$83,031.03
1/12/2020	Director's Office	Communications, Innovation & Strategy
Andrew Lechlak	Digital Strategist	Manager Innovation & Strategy
Classification Change/	Gr L St 7	Gr L St 7
Transfer	Exempt FT \$111,123.77	Exempt FT \$111,123.77
1/12/2020	West Toledo	Public Services
Andrea Francis	Manager/Librarian VII	Manager
Promotion/Transfer	Gr J St 4	Gr M St 1
	Exempt FT \$83,840.35	Exempt FT \$97,608.40
1/12/2020	Main Circulation	King Road
Leigh Dorr	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A St 3	Gr 1A St 3
	CWA FT \$33,801.30	CWA FT \$33,801.30
1/19/2020	Children's Library	Locke
John Cook	Librarian II/Children's Services	Librarian II/Youth Services
Classification	Gr 7C St 7	Gr 7C St 7
	APLE FT \$63,740.08	APLE FT \$63,740.08

#### Separations

	Employee	Agency	Date
Page	Michael Zaborniak	Waterville	1/2/2020
	Tyler Johnson	Mobile Services	1/7/2020
	Clare Muller	Sanger	1/17/2020
Security	Daniel Bushey – <i>Retro 5/23/2019</i>	Public Safety Department	12/29/2019
	Steve Hasenfratz – <i>Retro 5/15/2019</i>	Public Safety Department	12/29/2019
	Dustin Mickles – <i>Retro 11/19/2018</i>	Public Safety Department	12/29/2019

**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
ULC Cohort meeting	January 15-17, 2020	David Topoleski	\$100.00
TMACOG 2020 General Assembly & Annual Meeting	January 27, 2020	Rhonda Sewell	\$50.00
ALA 2 <sup>nd</sup> Annual Congressional Fly-In	February 9-12, 2020	Rhonda Sewell	\$1,481.77
Toledo Chamber Legislative Breakfast	February 14, 2020	Jason Kucsma, Rhonda Sewell	\$50.00
Knight Foundation Library Directors meeting	February 23-25, 2020	Jason Kucsma	\$1,137.64
ALA Midwinter	January 23-26, 2020	Franco Vitella	\$646.09
OLC Service for All conference	February 28, 2020	David Bush	\$293.00
C2E2 Chicago Comic Con	February 28-March 1, 2020	Cindy Vanderbrink	\$330.00

IUG 2020	April 15-19, 2020	Donna Spsychala	\$2,525.00
Ohio Genealogical Society Annual Conference	April 29-May 2, 2020	Jill Clever	\$985.00
Book Expo	May 26-30, 2020	Kathy Selking	\$2,402.00
ALA Annual 2020	June 25-29, 2020	Jason Kucsma	\$2,195.80
Library Leadership Ohio	July 14-17, 2020	Zachary Huber, Ryan Rigaux	\$1,350.56

**Financial Reports** The financial report for the month ending December 31, 2019 was accepted by the Board as presented on motion of Mrs. Savage, seconded by Mrs. Odesky; all voted aye, motion carried.

**Tax Receipts**

Opening Balance	\$41,422,302.55
Real Property Tax	0.00
Public Library Fund	1,393,282.05
2019 Year to Date	\$42,815,584.60

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

General Fund	\$3,375,068.18
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	337,717.06
Total Health Care	272,818.63
Gift Funds	39,477.69
Trust Funds	4,086.63
Total:	\$4,029,168.19

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

	Maturities	Investments	Balance
Opening Balance			\$10,298,702.03
STAR @ 2.35%	519,574.46		
Huntington @ 0.20%	3,615,947.00	1,000,000.00	
November Interest		4,662.86	
Ending Balance	\$4,135,521.46	\$1,004,662.86	\$7,167,843.43

*Breakdown of Funds:*

General & Insurance Fund	\$4,067,028.71
Building & Repair Fund	\$1,152,475.51
Gift Fund	\$212,746.95
Capital Projects Fund	\$1,735,592.26
Total	\$7,167,843.43

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

	Maturities	Investments	Balance
Opening Balance			\$750,000.00
Federal Farm Credit Bank Bond	\$250,000.00		
Bank of Ozarks CD		\$150,000.00	
Ending Balance	\$250,000.00	\$150,000.00	\$650,000.00

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

**Winter Read** Director of Communications, Innovation and Strategy Terri Carroll gave a brief presentation on the Winter Read program. Almost 4,000 people have registered for this new reading program so far and have logged over 4,000 books. Working with partners in the community, the Library is able to offer prizes such as a pair of round-trip airline tickets, movie and restaurant gift certificates, and more.

**Regular Meeting, February 27, 2020, Main Library** Mr. Tucker announced that the next regular meeting of the Board would be on Thursday, February 27, 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, Mr. Tucker asked for a motion to adjourn the meeting. Motion made by Mrs. Savage, seconded by Mr. Jordan; all voted aye, meeting adjourned at 8:45 a.m.

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

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

Date: February 27, 2020