

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

Present 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 June 25, 2020 were approved on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

Resolution of Appreciation 10 - 20 honoring Brin Coleman The Board unanimously adopted a Resolution of Appreciation honoring Brin Coleman on motion of Mrs. Savage, seconded by Mr. Johnson; all voted aye, motion carried. Ms. Coleman has for 30 years improved processes and been a positive contributor and dedicated employee. Ms. Coleman served as a page, clerk, terminal operator and Clerk in Technical Services.

Note: A copy of the resolution is attached to these official minutes.

Resolution of Appreciation 11 - 20 honoring Susan Gannon The Board unanimously adopted a Resolution of Appreciation honoring Susan Gannon on motion of Mrs. Savage, seconded by Mrs. Odesky; all voted aye, motion carried. Ms. Gannon has for 31 years brought her many talents to help administrators of the Library work efficiently and effectively. Ms. Gannon served the library as an Administrative Secretary in the Marketing Department and Executive Administrative Assistant in the Director's Office.

Note: A copy of the resolution is attached to these official minutes.

Resolution of Appreciation 12 - 20 honoring Susan Grim The Board unanimously adopted a Resolution of Appreciation honoring Susan Grim on motion of Mrs. Savage, seconded by Mr. Johnson; all voted aye, motion carried. Ms. Grim has served for 40 years with a commitment to help patrons feel welcome at the Library. Ms. Grim held positions as a Professional Assistant, and Children's Librarian, most recently at the Reynolds Corners Branch.

Note: A copy of the resolution is attached to these official minutes.

Resolution of Appreciation 13 - 20 honoring Maria Jadwisiak The Board unanimously adopted a Resolution of Appreciation honoring Maria Jadwisiak on motion of Mrs. Savage, seconded by Mr. Jordan; all voted aye, motion carried. Ms. Jadwisiak has served for 36 years with high energy and positivity. Ms. Jadwisiak's career at the library included positions as a Display Artist/Photo Technician, Marketing Specialist, and most recently Assistant Marketing Manager.

Note: A copy of the resolution is attached to these official minutes.

Resolution of Appreciation 14 - 20 honoring Robert Lada The Board unanimously adopted a Resolution of Appreciation honoring Robert Lada on motion of Mrs. Savage, seconded by Mr. Johnson; all voted aye, motion carried. Mr. Lada has served for 36 years with a willingness to

help patrons and his attention to detail. Mr. Lada has served in the positions of Swing Custodian, and Custodian II.

Note: A copy of the resolution is attached to these official minutes.

Resolution of Appreciation 15 - 20 honoring Gayle Martinez The Board unanimously adopted a Resolution of Appreciation honoring Gayle Martinez on motion of Mrs. Savage, seconded by Mr. Johnson; all voted aye, motion carried. Ms. Martinez has served for 32 years to help make library materials accessible to staff and customers. Ms. Martinez’s career included the positions of Clerk, Library Acquisitions Supervisor and Supervisor Specialist/Librarian V.

Note: A copy of the resolution is attached to these official minutes.

Resolution of Appreciation 16 - 20 honoring Mary Murphy The Board unanimously adopted a Resolution of Appreciation honoring Mary Murphy on motion of Mrs. Savage, seconded by Mr. Dansack; all voted aye, motion carried. Ms. Murphy has served for 30 years with optimism, initiative and good judgment. Ms. Murphy has held the positions of Page, Circulation Clerk, and Clerk II.

Note: A copy of the resolution is attached to these official minutes

Resolution of Appreciation 17 - 20 honoring Patricia Nigro The Board unanimously adopted a Resolution of Appreciation honoring Patricia Nigro on motion of Mrs. Savage, seconded by Mr. Johnson; all voted aye, motion carried. Ms. Nigro has served for 24 years with a passion for the Library and the community. Ms. Nigro has held the positions of Assistant Coordinator of Marketing and Development, Supervisor Specialist in Human Resources, Manager/Librarian IV in Special Services, which became Outreach Services and now Mobile Services.

Note: A copy of the resolution is attached to these official minutes

Executive Director’s Comments Mr. Kucsma congratulated all of the retirees, in particular Susan Gannon. She has been an essential support to him from the beginning, during the Director transition and during the pandemic. Mr. Kucsma wishes her and all of this month’s retirees the best. Mr. Kucsma turned attention to the current status of Library services during the pandemic. TLCPL continues to expand services to the community. Computer access and Mobile Services has ramped up. Library staff have found new ways to continue to engage the community during the COVID-19 pandemic. These include the very popular to-go activity sets for children and teens, virtual storytimes, online book groups, and much more. More customers are coming back to the library as they become comfortable with the safe practices that are in place. Computer appointments continue to remain popular, with more locations taking appointments soon. Browsing will be coming soon to locations. Brad Thor is featured for Authors! this week. The phased reopening has been slowed down and complicated due to the recent spike in COVID cases, but the Library’s responsible and cautious reopening plans have been supported by the Board, Staff, and community members.

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

Appointments

Employee	Agency	Grade	Salary	Date
None				

Payroll Changes

Employee	From	To
7/12/2020	Public Safety Department	Public Safety Department
Jeffry Sabo	Manager	Manager
Reclassification	Gr H St 7	Gr I St 6
Retro 05/17/2020	Exempt FT \$79,169.40	Exempt FT \$83,031.03

Separations

	Employee	Agency	Date
Administrative	Jane Thoma	Washington	7/11/2020
	James Funk – <i>Retirement</i>	Director's Office	7/31/2020
	Susan Gannon – <i>Retirement</i>	Director's Office	7/31/2020
	Maria Jadwisiak – <i>Retirement</i>	Communication	7/31/2020
	Gayle Martinez – <i>Retirement</i>	Technical Services	7/31/2020
	Denise Mollenkopf – <i>Retirement</i>	Washington	7/31/2020
	Patricia Nigro – <i>Retirement</i>	Mobile Services	7/31/2020
Clerical	Mary Murphy – <i>Retirement</i>	Fact & Fiction	7/24/2020
	Brincella Coleman – <i>Retirement</i>	Technical Services	7/31/2020
	Rose Wineland – <i>Retirement</i>	Technical Services	7/31/2020
Custodial	Robert Lada – <i>Retirement</i>	Facilities & Operations	7/31/2020
Librarian	Susan Grim – <i>Retirement</i>	Reynolds Corners	7/31/2020
Substitute	Linda Williams - <i>Retro 1/17/2020</i>	HR – Sub	07/15/2020

Tuition Expenditures Tuition expenditures were approved on motion of Mr. Johnson, seconded by Mr. Jordan; all voted aye, motion carried.

School	Name	Amount
University of Toledo	David Bush	\$1,500.00

Non-Discrimination and Equal Employment Policy The Personnel Committee met on July 16, 2020 to review Library policy covering non-discrimination and equal treatment in employment practices. A Non-Discrimination and Equal Employment Policy was proposed by Library administration to reaffirm the Library’s commitment to equal employment opportunity, non-discrimination, non-retaliation, reasonable accommodation. The new policy reflects the protections granted by current law and will replace the Affirmative Action Policy originally approved by the Board in 1990. This policy was approved on motion of Mrs. Odesky. Seconded by Mr. Dansack; all voted aye, motion carried.

Restoring Select Staff to Full-Time The Personnel Committee also discussed on July 16th, 2020 the need to restore certain Library staff to full-time. At the beginning of the temporary shutdown, the Library established a Continuity of Operations Plan (COOP) that identified a number of critical positions for whom:

- The work assigned to the position can’t be delayed or reassigned and is essential to business operations.

- The work assigned requires more than 30 hours per week because of increased responsibilities due to COVID-19 or because of increased work demand as some positions have absorbed the responsibilities of those who have left or are planning to leave.

Library Administrators reviewed these critical positions and selected 29 exempt staff members for whom restoration to full-time was in the best interest of the Library. Similarly, restoration of full-time hours for custodial staff is also critical at a time when additional cleaning and disinfecting activities due to COVID-19 are necessary. The Personnel Committee supports the restoration of hours for the exempt staff identified and all custodial staff, effective July 13 and July 27, respectively. This was approved on motion of Mrs. Odesky, seconded by Mr. Salas: all voted aye, motion carried.

Financial Reports The financial report for the months ending June 30, 2020 were accepted by the Board as presented on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried.

Tax Receipts – June 2020

Opening Balance	\$19,696,620.10
Real Property Tax	
June Public Library Fund	1,253,605.84
2020 Year to Date	\$20,950,225.94

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

General Fund	\$2,578,282.15
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	0.00
Total Health Care	264,278.03
Gift Funds	0.00
Trust Funds	660.95
Total:	\$2,843,221.13

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$12,735,640.18
STAR @ 1.77%		558.63	
Huntington @ 0.20%	2,420,919.08	1,200,000.00	
June - Interest		899.44	
Ending Balance	\$2,420,919.08	\$1,201,458.07	\$11,516,179.17
<i>Breakdown of Funds:</i>			

General & Insurance Fund	\$8,732,808.56
Building & Repair Fund	1,153,385.65
Gift Fund	183,029.97
Capital Projects Fund	1,446,954.99
	\$11,516,179.17

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

	Maturities	Investments	Previous Balance
No Activity			\$650,000.00
Ending Balance	\$0.00	\$0.00	\$650,000.00

Adoption of Facilities Master Plan Update In January of 2019, Library administration hired HBM Architects to assist in updating the comprehensive 10-year Master Facilities Plan, which was completed in 2017. The goal of the new Facilities Master Plan Update is to set priorities and develop recommendations for the Toledo Lucas County Public Library to best provide services and access to the many communities it serves. This was approved on motion of Mr. Dansack, seconded by Mr. Johnson; all voted aye, motion carried.

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

Regular Meeting, September 24, 2020, Main Library Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, September 24, 2020 at 8:30 a.m., at the Main Library, 325 N. Michigan St.

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 Mrs. Odesky; all voted aye, meeting adjourned at 9:37 a.m.

Approved by: _____
Susan Savage, President

Attested by: _____
Dennis Johnson, Secretary

Date: _____
September 24, 2020