

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

**Present** Michael Dansack, Dennis Johnson, Sheila Odesky, Jesus Salas, 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 June 27, 2019 were approved on motion of Mr. Salas, seconded by Mrs. Odesky; all voted aye, motion carried.

**Resolution of Appreciation No. 05-19 honoring Leann Dewitt** The Board unanimously adopted a Resolution of Appreciation honoring Leann Dewitt on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried. Ms. Dewitt has for 21 years repeatedly demonstrated her commitment to the goals and mission of the Library as a Librarian.

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

**Resolution of Appreciation No. 06-19 honoring Nicole Mushisky** The Board unanimously adopted a Resolution of Appreciation honoring Nicole Mushisky on motion of Mr. Johnson, seconded by Mr. Dansack; all voted aye, motion carried. Ms. Mushisky has for 31 years repeatedly demonstrated her commitment to the goals and mission of the Library as a Librarian.

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

**Acting Director's Comments** Mr. Kucsma congratulated Ms. Dewitt and Ms. Mushisky on their retirements. Mr. Kucsma also asked for a moment of silence for former Library trustee Dr. Richard Perry. Mr. Tucker commented on Dr. Perry's outstanding military service. Mr. Kucsma pointed out a mid-year report for 2019, which includes a summary of milestones that the Library has accomplished this year. Those milestones include the opening of the new Mott Branch and bringing the renovations of Main Library on time and under budget. In addition, the Library has had a clean audit for 2018, received a grant to expand library services to migrant farmworkers, and will soon wrap up the 95<sup>th</sup> summer read program.

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

**Appointments**

Employee	Agency	Grade	Salary	Date
Lauren Howald	Lagrange	6C	\$41,035.52	7/15/2019
Morgan Rinckey	Toledo Heights	6C	\$41,035.52	7/15/2019
Sarah Ronau	Youth Services	6C	\$43,087.23	7/15/2019

**Payroll Changes**

Employee	From	To
6/30/2019	Human Resources	Human Resources

Jacey Duffer	HR Generalist	HR Generalist
Permanent Transfer	Gr E St 7	Gr F St 6
	Exempt FT \$59,459.48	Exempt FT \$62,633.30
6/30/2019	West Toledo	West Toledo
Peter Hildebrandt	Assistant Manager/Librarian IV	Assistant Manager/Librarian IV
Permanent Transfer	Gr G* St 6	Gr G* St 6
	Exempt FT \$69,093.95	Exempt FT \$69,093.95
6/30/2019	Technical Services	Technical Services
Kathleen Macke	Clerk II	Clerk III
Promotion	Gr 2 St 7	Gr 3 St 6
	CWA FT \$40,553.32	CWA FT \$42,163.22
7/14/2019	HR - Sub	Oregon
Abby Byers	Sub Librarian I	Librarian I/Adult Services
Promotion/Transfer	Gr 8 St 1	Gr 6C St 1
	Sub Sub \$15.3569 Hourly	APPLE FT \$41,035.52
7/14/2019	Heatherdowns	Heatherdowns
Jeanelle Byrd	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A St 3	Gr 1A St 3
	CWA LPT \$16.9941 Hourly	CWA PT-II \$16.9941 Hourly
7/14/2019	West Toledo	Sylvania
Lori Floering	Customer Services Clerk II	Customer Services Clerk II
Status Change/Transfer	Gr 2 St 6	Gr 2 St 6
	CWA PT-I \$20.3888 Hourly	CWA FT \$39,758.12
7/14/2019	Information Technology	Information Technology
Roxanna Foster	Software Analyst/Programmer	Software Analyst/Programmer
Merit	Gr F St 8	Gr F St 9
	Exempt FT \$67,189.54	Exempt FT \$69,479.23
7/14/2019	Washington	King Road
Cassandra Maxwell	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A* St 5	Gr 1A* St 5
	CWA LPT \$18.0291 Hourly	CWA FT \$35,156.77
7/14/2019	Heatherdowns	Holland
Krysta Sa	Librarian I/Teen Services	Librarian I/Teen Services
Transfer	Gr 6C St 3	Gr 6C St 3
	APPLE FT \$45,241.59	APPLE FT \$45,241.59
7/14/2019	Holland	Reynolds Corners
Joy Woodward	Customer Services Clerk II	Customer Services Clerk II
Transfer	Gr 2A St 5	Gr 2A St 5
	CWA FT \$37,125.48	CWA FT \$37,125.48

Separations

	Employee	Agency	Date
Clerk	Jacob Cessna	Lagrange	7/13/2019
	Krista Wilson	Technical Services	7/5/2019
Librarian	Leann DeWitt – <i>Retirement</i>	Reynolds Corners	8/31/2019

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

Event	Date	Name	Amount
Going Beyond Green	August 8, 2019	Mike Graybeal	\$25.00
Outreach and Special Services Retreat	August 9, 2019	Eisha Hearn	\$200.44
Metro Tech Services Directors Meeting	August 16, 2019	Cathy Bartel, Gayle Martinez	\$320.00
OLC Technical Services Action Council Meeting	August 22, 2019	Gayle Martinez	\$150.00
Teen Think Tank	September 13, 2019	Amber Bertram, David Bush, Catashia Haskins, Talena Horton, Colleen McBride, Kate McGowan	\$746.68
ULC Entrepreneurial Training	September 17-20, 2019	Linda Fayerweather	\$1,570.00
OLC Convention & Expo	September 25-27, 2019	John Cook, Brooke Cox, John Dewees, Andrea Francis, Hannah Grohowski, Tim Hagen, Gayle Martinez, Kelly Plath, Franco Vitella	\$8,337.54
Baker & Taylor Children’s and Teen Title Talk	October 16, 2019	Patti Lusher	\$164.72

**Financial Reports** The financial reports for the month ending June 30, 2019 were accepted by the Board as presented on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried.

**Tax Receipts**

Opening Balance	\$19,981,671.57
Real Property Tax	
Public Library Fund	1,485,563.23
2019 Year to Date	\$21,467,234.80

**Vouchers Approved** The Board approved payment of the following Schedule of Vouchers for June 2019 on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried.

General Fund	\$3,015,160.66
BWC Workplace Wellness Fund	0.00
Building & Repair Fund	0.00
Capital Projects Note Fund	1,483,463.28
Total Health Care	297,508.05
Gift Funds	13,519.36
Trust Funds	6,241.50
Total:	\$4,815,892.85

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$16,393,102.09
STAR @ 2.35%	\$1,431,624.49		
Huntington @ 0.20%	3,500,000.00	\$2,000,000.00	
June Interest		16,928.78	
Ending Balance	\$4,931,624.49	\$2,016,928.78	\$13,478,406.38
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$5,030,522.36		
Building & Repair Fund	\$1,139,043.15		
Gift Fund	\$1,004,034.41		
Capital Projects Fund	\$6,304,806.46		
	\$13,478,406.38		

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

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

**Mott Branch Library Property Disposition** As part of a reversion clause in the deed for the original Mott Branch Library, the old Mott property shall revert back to the City of Toledo once the property has ceased to be used as a library. Library Administration has reviewed the deed language and has worked with the City regarding the old Mott Branch and parcels reverting to the city. Mr. Dansack moved to approve that the old Mott Library and parcels shall revert to the City of Toledo, seconded by Mr. Johnson; all voted aye, motion carried.

**Mott Branch Library Change Order** Library Administration has been working to finalize documents with Construction Manager Lathrop on the new Mott Branch project. The Buildings and Grounds Committee recently met with Lathrop to review the following change order item by item.

1. Exterior Underside Canopy Changes at Fascia	\$66,205
2. Finish Changes & Millwork	\$9,946
3. Café Casework Changes	\$526
4. Remove interior Signage Scope & Provide Temp Signage	(\$3,000)
5. Remove Owner Provided Locker from Scope of Work	(\$1,300)
6. Credit Replacement of Smith Park Sign	(\$370)
7. Floor Box Changes	\$6,669
8. Recording Studio Changes, Vestibule Changes, & Donor wall	\$22,285
9. Mezzanine Lighting Alterations	\$3,012
10. Donor Wall & OPAC	\$7,624
11. Remove Monitor Installation	(\$432)
12. Pendant Lighting Installation	\$21,606
13. Final Guaranteed Maximum Price Reconciliation	(\$21,648)

The total value for changes is \$111,123. Mr. Dansack moved to approve the Mott change order, seconded by Mr. Johnson; all voted aye, motion carried.

**Sylvania Asphalt Replacement Project** Recent Sylvania Branch improvements included partial improvements to the asphalt parking lot. The east portion of the parking lot and the entrance asphalt replacement were deferred due to budgetary constraints. With the new Mott Library project complete and Main Library nearing completion, we have available funds to complete the remaining portion of the asphalt at the Sylvania Branch Library. After an RFP was issued for this work, there were two responsive bidders for this asphalt work.

Geddis Paving	\$63,899
Shoen Inc.	\$71,850

Mr. Dansack moved to accept the lowest responsive bid from Geddis Paving at \$63,899, seconded by Mrs. Odesky; all voted aye, motion carried.

**Main Library Meeting Room Policies and Fees** At a recent meeting of the Community Relations Committee, Library Administration presented an updated policy for Main Library room use and fees for a limited number of spaces that the Library has traditionally rented for special events. The updates to the policy reflect needs brought about by new spaces at Main, as well as the Library’s experiences since the policy was last updated 19 years ago. The fees for use of certain spaces by outside groups were calculated on a cost-recovery basis and offer discounts for organizations based on their operating budget. Updating these policies and practices in advance of the Main Library grand opening is needed. Mr. Salas moved approval of the updated policies and fees, seconded by Mr. Johnson; all voted aye, motion carried.

Note: Copies of the policies and fees are attached to these official minutes.

**Library Laptop Policy** The Community Relations Committee also received a recommendation to update the Library's laptop lending policy for use inside the Library. The updated policy allows juveniles with a parent or guardian signature and a full-access library account in good standing to borrow a laptop for in-house use. Main Library will have more laptops for in-library use after the grand opening. This update provides more equitable access to Library technology and online resources for students. Mr. Salas moved approval of the updated laptop policy, seconded by Mrs. Odesky; all voted aye, motion carried.

**Main Library and Branch Hours** The Community Relations Committee received a proposal to return Library system hours to the hours of operation before Main Library was temporarily closed for renovation. The updated hours remove Saturday service from Locke and South branches and Sunday hours from Kent branch. Mr. Salas moved approval of the change in hours, seconded by Mrs. Odesky; all voted aye, motion carried.

**Material Selection Policy** The Community Relations Committee also received and reviewed a proposed new Collection Development Policy that would take the place of the Materials Selection Policy, which has not been revised since November of 2000. The new Collection Development Policy aligns the Library with American Library Association's standards and recommendations. The policy explains the Library's management of collection selection, deselection and reconsideration decisions. The Collection Development staff in the Technical Services department have done considerable work to update this policy to reflect current library standards. Mr. Salas moved approval of the new Material Selection Policy, 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.

**King Road Branch** Branch Manager Julie Bursten welcomed everyone and invited them to tour the Branch. The branch is very busy with children's activities and successful adult programs. Books on display in the front of the branch are checked out continuously. Despite a slow start, the landscaping has become quite beautiful.

**Executive Session** Mr. Tucker moved that the Board, subject to Ohio Revised Code Section 121.22 (G1) regarding the employment of a Library employee, conduct an Executive Session. Seconded by Mr. Dansack, all voting aye, Mr. Tucker asked Susan Gannon to first conduct a roll call. After the roll, Mr. Tucker respectfully asked everyone to leave the room. Mr. Tucker moved to return to regular session, seconded by Mrs. Odesky; all voted aye, motion carried. After the Executive Session was concluded, everyone was invited back into the room, and the roll was taken.

**Public Comment** Ray Wood, president of the local chapter of the NAACP, said that he attended the board meeting to find out about the disposition of the old Mott Branch, as the NAACP is one of the organizations interested in the Mott building. Mr. Wood shared some of his memories of the area and thanked the Board and Library staff for their engagement in and support of the new library and the neighborhood. Toledo City Councilman Tyrone Riley also spoke and thanked the board and staff for the effort put into the new branch and said it's a great

asset to the community. He said it will be the foundation for redevelopment and revitalization for the whole area.

**Regular Meeting, September 26, 2019, Main Library** Mr. Tucker announced that the next regular meeting of the Board would be on Thursday, September 26, 2019 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 Mr. Salas, seconded by Mr. Johnson; all voted aye, meeting adjourned at 9:28 a.m.

Approved by: \_\_\_\_\_  
George R. Tucker, President

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

Date: September 26, 2019