

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
June 25, 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.

Moment of Silence Mrs. Savage asked for a moment of silence to remember Trustee and Board President George Tucker, former trustees Carol Block and Joseph Sommerville, and Philanthropist Helen McMaster.

Minutes The minutes of the regular meeting of May 28, 2020 were approved on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried.

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

Resolution of Appreciation 04-20 honoring Valerie Harrison The Board unanimously adopted a Resolution of Appreciation honoring Valerie Harrison on motion of Mrs. Savage, seconded by Mr. Johnson; all voted aye, motion carried. Ms. Harrison has for 30 years repeatedly demonstrated her commitment to the goals and mission of the Library as a Clerk.
Note: A copy of the resolution is attached to these official minutes.

Resolution of Appreciation 05-20 honoring Terry Helbing The Board unanimously adopted a Resolution of Appreciation honoring Terry Helbing on motion of Mrs. Savage, seconded by Mr. Johnson; all voted aye, motion carried. Ms. Helbing has for 29 years repeatedly demonstrated her commitment to the goals and mission of the Library as a Circulation Clerk.
Note: A copy of the resolution is attached to these official minutes.

Resolution of Appreciation 06-20 honoring Wendy Hughes The Board unanimously adopted a Resolution of Appreciation honoring Wendy Hughes on motion of Mrs. Savage, seconded by Mr. Salas; all voted aye, motion carried. Ms. Hughes has for 24 years repeatedly demonstrated her commitment to the goals and mission of the Library as a Page and Shelver.
Note: A copy of the resolution is attached to these official minutes.

Resolution of Appreciation 07-20 honoring Mary Plews The Board unanimously adopted a Resolution of Appreciation honoring Mary Plews on motion of Mrs. Savage, seconded by Mrs. Odesky; all voted aye, motion carried. Ms. Plews has for 35 years repeatedly demonstrated her commitment to the goals and mission of the Library as a Professional Assistant and Librarian. Note: A copy of the resolution is attached to these official minutes.

Resolution of Appreciation 08-20 honoring Joyce Smith The Board unanimously adopted a Resolution of Appreciation honoring Joyce Smith on motion of Mrs. Savage, seconded by Mr. Salas; all voted aye, motion carried. Ms. Smith has for 45 years repeatedly demonstrated her commitment to the goals and mission of the Library as an Administrative Assistant and Librarian.

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

Resolution of Appreciation 09-20 honoring Mary-Thom Williams The Board unanimously adopted a Resolution of Appreciation honoring Mary-Thom Williams on motion of Mrs. Savage, seconded by Mr. Johnson; all voted aye, motion carried. Ms. Williams has for 40 years repeatedly demonstrated her commitment to the goals and mission of the Library as a Professional Assistant, Branch Head, Assistant Personnel Manager and Coordinator Staff Training and Development.

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

Executive Director’s Comments Mr. Kucsma congratulated retirees and commented that they had 203 years of combined service to TLCPL. The Library has had much success in hosting virtual programs, including authors, book discussions, Saturday morning children’s events, etc. Curbside service and public access to technology at several locations has also begun. Mr. Kucsma also thanked all of the staff for their hard work and dedication behind the scenes during these difficult times.

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
None				

Payroll Changes

Employee	From	To
5/31/2020	Director's Office	Director's Office
Jason Kucsma	Executive Director/Fiscal Officer	Executive Director/Fiscal Officer
Reduction/Covid 19	Unclassified	Unclassified
	Exempt FT \$190,000.00	Exempt FT \$151,999.97
6/7/2020	Toledo Heights	Holland
Karen Herren	Shelver	Shelver
Transfer	Ungraded St 1	Ungraded St 1
	CWA Shelver \$11.1689 Hourly	CWA Shelver \$11.1689 Hourly
6/7/2020	Kent	Sanger
Kaylee Loofbourrow	Shelver	Shelver

Transfer	Ungraded St 1	Ungraded St 1
	CWA Shelver \$11.1689 Hourly	CWA Shelver \$11.1689 Hourly
6/7/2020	Main Shelves	Mobile Services
Olivia Ruffin	Shelver	Shelver
Transfer	Ungraded St 1	Ungraded St 1
	CWA Shelver \$11.1689 Hourly	CWA Shelver \$11.1689 Hourly
6/7/2020	Main Shelves	King Road
Holly Yard	Shelver	Shelver
Transfer	Ungraded St 3	Ungraded St 3
	CWA Shelver \$11.7174 Hourly	CWA Shelver \$11.7174 Hourly
6/7/2020	Birmingham	Oregon
Syedah Zunnoor	Shelver	Shelver
Transfer	Ungraded St 1	Ungraded St 1
	CWA Shelver \$11.1689 Hourly	CWA Shelver \$11.1689 Hourly
6/21/2020	Holland	Computers & Media
Jan Connell	Librarian II/Children's Services	Librarian II/Adult Services
Classification Change/	Gr 7A St 9	Gr 7A St 9
Transfer	APLE FT \$66,760.93	APLE FT \$66,760.93
6/28/2020	Main Circulation	Holland
Morgan Blake	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 5	Gr 1A* St 5
	CWA FT \$35,859.90	CWA FT \$35,859.90
6/28/2020	Reynolds Corners	Holland
Hannah Grohowski	Manager/Librarian VI	Acting Manager/Librarian VII
Acting Status/Transfer	Gr I St 2	Gr J St 1
	Exempt FT \$70,984.48	Exempt FT \$73,990.22
6/28/2020	Main Circulation	Point Place
Katelin Johnson	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 5	Gr 1A* St 5
	CWA FT \$35,859.90	CWA FT \$35,859.90
6/28/2020	Holland	Reynolds Corners
Linda Kerul	Manager/Librarian VII	Manager/Librarian VI
Transfer for Good of Service	Gr J St 7	Gr I St 9
	Exempt FT \$93,689.88	Exempt FT \$92,071.64

Separations

	Employee	Agency	Date
Administrative	Heather Hoffman – <i>Lay-off</i>	Comm, Innovation/Strategy	5/29/2020
	Patricia Meyer – <i>Lay-off</i>	Development Office	5/29/2020
	Christine Varwig – <i>Lay-off</i>	Development Office	5/29/2020
	Mary-Thom Williams – <i>Retirement</i>	Human Resources	6/30/2020
Clerical	Cassandra Russeau – <i>Retro 5/29/2020</i>	King Road	6/3/2020
	Valerie Harrison – <i>Retirement</i>	Technical Services	6/30/2020
	Terry Helbing – <i>Retirement</i>	Main Circulation	7/10/2020
Librarian	Joyce Smith – <i>Retirement</i>	Fact & Fiction	7/1/2020
	Mary Plews – <i>Retirement</i>	Children's Library	7/3/2020
Shelver	Wendy Hughes – <i>Retirement</i>	Washington	6/8/2020
	Laura Brown	Maumee	6/22/2020

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

Tax Receipts – May 2020

Opening Balance	\$18,605,776.63
Real Property Tax	
May Public Library Fund	\$1,090,843.47
2020 Year to Date	\$19,696,620.10

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

General Fund	\$2,770,542.76
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	53,595.45
Total Health Care	270,618.10
Gift Funds	584.94
Trust Funds	675.00
Total:	\$3,096,016.25

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$14,206,410.15
STAR @ 1.77%	54,180.39		
Huntington @ 0.20%	2,417,762.34	1,000,000.00	
April- Interest		1,172.76	
Ending Balance	\$2,471,942.73	\$1,001,172.76	\$12,735,640.18
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 9,953,539.55		
Building & Repair Fund	1,153,313.46		
Gift Fund	182,395.12		
Capital Projects Fund	1,446,392.05		
	\$12,735,640.18		

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

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

Modification to 2020 Appropriation Schedule In consultation with Administration, the Finance Committee recommended the following modifications to reconcile our various line item accounts and motion to approve was made by Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried.

FROM:		TO:	
53240 Postage/Freight	\$90,000	52210 Building Maint. Supplies	\$90,000
53315 Equipment/Furniture Repair	\$43,680	53510 Land/Building Leases	\$43,680
53310 Building Repairs	\$4,300	53530 Motor Vehicle Leases	\$4,300
51110 Salaries	\$300,000	51680 Unemployment Compensation	\$300,000

Request to Apply for Pandemic Funding The Finance Committee met on Monday, June 22, 2020 to consider an administrative request to apply for funds through avenues such as grants or other similar programs to offset expenses incurred by the organization due to the current pandemic. The Finance Committee recommended that the Board of Trustees approve that Library administration explore and apply for all available funding opportunities including, but not limited to those offered by the Federal Emergency Management Agency to assist in recovering pandemic-related expenses. As those opportunities present themselves, the Library will establish fund accounts to accurately account for each funding source. Mr. Johnson moved approval of applying for funds, seconded by Mrs. Odesky; all voted aye, motion carried.

2021 Estimated Budget Request The Finance Committee also reviewed the proposed Budget Request for 2021. This request complies with State Law and must be transmitted to the Lucas County Budget Commission on or before July 15, 2020. Mr. Johnson moved approval of the proposed 2021 Budget Request, seconded by Mr. Salas; all voted aye, motion carried.

Behavior Guidelines Policy Update At a June 22 meeting of the Community Relations Committee, members discussed two recommendations from Library leadership aimed at helping ensure library spaces follow the Centers for Disease Control, State of Ohio and Toledo-Lucas County Health Department guidelines on social distancing for the safety of our customers and staff.

The first recommendation updates language to the existing behavior guidelines around obeying local, state, and federal laws to add “applicable health and safety regulations as mandated or recommended by local, state, or federal health officials.”

The second recommendation limits unattended children under the age of 12 in our locations with the following addition to our behavior guidelines:

Children under the age of 12 must be accompanied by a responsible person (16 years or older) while in the building. The responsible person accompanying children must be able to maintain social distancing parameters between the children and other Library customers and staff. Based on the maximum occupancy of the building, a responsible person may be allowed to be accompanied by more than one child. Children older than 2 years of age should wear masks while in the building. The Library's Behavior Guidelines must be followed during the visit.

Both recommendations are aligned with best practices recently adopted by public libraries in Ohio and beyond, and was approved on motion of Mr. Salas, seconded by Mrs. Odesky; all voted aye, motion carried.

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

Regular Meeting, July 23, 2020, Main Library Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, July 23, 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 9:07 a.m.

Approved by: _____
Susan Savage, President

Attested by: _____
Dennis Johnson, Secretary

Date: July 23, 2020