

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
March 28, 2019
Toledo Heights Branch Library 8:30 a.m.**

Present Michael Dansack, 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 February 28, 2019 were approved on motion of Mrs. Savage, seconded by Mrs. Odesky; all voted aye, motion carried.

Acting Director's Comments Mr. Kucsma introduced staff from Bradbury Miller Associates, who will conduct the director search for the Library. Mr. Kucsma also pointed out the *Books are Just the Beginning* brochure that will be used at OLC Legislative Day in April. The booklet highlights all of the quality of life, childhood development, and other work that the Library is involved in. Staff and trustee Susan Savage will be attending Legislative Day this year.

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
Jacob Cessna	Lagrange	Grade 1A*	\$16.0186	03/11/2019
Najai Enoch	Mott	Grade 1A*	\$16.0186	03/11/2019
Brittany Goldsmith	Kent	Grade 1A*	\$16.0186	03/11/2019
Chariti Lockard	Washington	Grade 1A*	\$16.0186	03/11/2019
Eric Sobel	Mott	Grade 1A*	\$16.0186	03/11/2019
Stephen Rogers	Public Safety Department	Ungraded	\$23.3160	03/13/2019

Payroll Changes

Employee	From	To
03/10/2019	Oregon	Human Resources
Jacey Duffer	Supervisor Circulation Services III	HR Generalist
Temporary Transfer	Gr E St 7	Gr E St 7
	Exempt FT \$59,459.48	Exempt FT \$59,459.48
03/10/2019	Oregon	Mott
Kimberley Fisher	Librarian II/Children's Services	Librarian II/Children's Services
Temporary Transfer	Gr 7C St 1	Gr 7C St 1
	APLE FT \$46,631.31	APLE FT \$46,631.31
03/10/2019	Mott	Sanger
Shelly Guerrero	Librarian II/Youth Services	Assistant Manager/Librarian IV
Promotion/Transfer	Gr 7A St 6	Gr G St 4
	APLE FT \$59,745.14	Exempt FT \$63,993.20
03/10/2019	Main Circulation	Lagrange
Guadalupe Hurtado	Supervisor Circulation Services II	Supervisor Circulation Services II
Temporary Transfer	Gr E St 6	Gr E St 6

Red Circled	Exempt FT \$57,351.38	Exempt FT \$57,351.38
03/10/2019	Sylvania	Sylvania
Diane Irons	Customer Services Clerk II	Customer Services Clerk II
Permanent Transfer	Gr 2A St 5	Gr 2A St 5
	CWA FT \$37,125.48	CWA FT \$37,125.48
03/10/2019	Sylvania	Main Circulation
Maria Lark	Customer Service Clerk I	Customer Service Clerk I
Return to Former Position	Gr 1A* St 4	Gr 1A* St 4
	CWA FT \$34,132.63	CWA FT \$34,132.63
03/10/2019	Point Place	Oregon
Stephanie Sherlock	Supervisor Circulation Services I	Supervisor Circulation Services II
Temporary Transfer	Gr C St 6	Gr D St 5
	Exempt FT \$48,329.40	Exempt FT \$50,732.28
03/10/2019	Lagrange	Point Place
Julie Stahl	Supervisor Circulation Services I	Supervisor Circulation Services I
Temporary Transfer	Gr C St 5	Gr C St 5
	Exempt FT \$46,583.83	Exempt FT \$46,583.83
03/10/2019	King Road	Sylvania
Amelia Tibbits	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
03/15/2019	Finance Office	Finance Office
Dana Allee	Asst Business Mgr/Asst Deputy Fiscal Officer	Acting Business Mgr/Asst Deputy Fiscal Officer
Acting Status	Gr K St 6	Gr M St 3
	Exempt FT \$96,522.87	Exempt FT \$105,194.88
03/24/2019	Washington	Oregon
Rachel Wischart	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 4	Gr 1A* St 4
	CWA LPT \$17.5039 Hourly	CWA LPT \$17.5039 Hourly
03/24/2019	Mott	West Toledo
Alexis Yates	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 3	Gr 1A* St 3
	CWA LPT \$16.9941 Hourly	CWA LPT \$16.9941 Hourly

Separations

	Employee	Agency	Date
Administrator	Roger Veitch – <i>Retirement</i>	Finance Office	04/30/2019
Page	Casey Cousino – <i>Termination</i>	Heatherdowns	02/19/2019
Shelver	Chelsea Garza	Maumee	03/09/2019

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

Event	Date	Name	Amount
Ohio Preservation Council meeting	March 21, 2019	Bobbie Patridge	\$237.36
EPIC – Board Member Accelerator Series	March 21-22, 2019	Jessica Luce	\$200.00
Minority Executive Leadership Certificate Program	March 26-September 18, 2019	Cynthia Arias	\$300.00
Women’s Empowerment Summit – Women of Toledo	April 6, 2019	Rebecca Stanwick	\$10.00
OLC Legislative Day	April 8-9, 2019	Cristin Brown, Nancy Eames, Andrea Francis, Jason Kucsma, Rhonda Sewell, Jilliana Williams	\$1,391.64
OLC Legislative Day luncheon and meetings	April 9, 2019	Kelsey Cogan, Nancy Eames, Andrea Francis, Harry Johnston, Jason Kucsma, Steven Nichols, Susan Savage, Rhonda Sewell, David Topoleski	\$405.00
Library Camp	April 12, 2019	Franco Vitella	\$98.80
CPM Fiscal Officer Conference	April 17, 2019	Jason Kucsma	\$493.02
Youth Book Buzz	May 1, 2019	Cindy Vanderbrink	\$163.00
CPIM Academy	May 16, 2019	Julie Bushroe	\$180.00
OLC Outreach & Engagement Conference/Society of Ohio Archivists Annual Conference	May 15-17, 2019	John Dewees	\$330.00

Financial Reports The financial reports for the month ending February 28, 2019 were accepted by the Board as presented on motion of Mr. Dansack, seconded by Mr. Salas; all voted aye, motion carried.

Tax Receipts

Opening Balance	\$ 7,774,690.14
Real Property Tax	6,095,876.34
February Public Library Fund	1,090,427.52
2019 Year to Date	\$14,960,994.00

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

General Fund	\$3,018,615.16
BWC Workplace Wellness Fund	0.00
Building & Repair Fund	2,050.08
Capital Projects Note Fund	1,106,717.90
Total Health Care	299,220.79
Gift Funds	0.00
Trust Funds	30,845.79
Total:	\$4,457,449.72

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$16,770,748.15
STAR @ 2.35%			
Huntington @ 0.20%		\$1,627,850.60	
January - Interest		29,053.07	
Ending Balance		\$1,656,903.67	\$18,427,651.82
Breakdown of Funds:			
General & Insurance Fund	\$ 3,026,277.93		
Building & Repair Fund	\$ 1,171,681.91		
Gift Fund	\$ 849,873.55		
Capital Projects Fund	\$13,379,818.43		
	\$18,427,651.82		

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

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

Staff Organizations Brief remarks were heard from David Lutz, APLE representative and Harry Johnston, CWA representative.

Fine-Free Overview Cathy Bartel, Manager of Circulation spoke of the decision to go fine-free in 2019, and that it is being done in libraries across the country to offer more access to residents who have had past problems. It was something the Library started in 2011, when we cut fines for DVDs, later taking away fines for children and seniors, etc. Many positive comments have been received from customers as well as staff who are happy to help residents return to the Library.

Toledo Heights Branch Branch Manager Jeanne McHugh welcomed everyone and invited them to tour the Branch.

MDRT Foundation Check Presentation Nancy Eames gave the background of a \$2,500 grant to the Library Legacy Foundation received from the MDRT Foundation, by working Susan and Robert Savage. The grant will fund summer family engagement programs at Lagrange Branch. It will allow parents to participate with their children in various STEM activities and will include a meal provided to the families.

Regular Meeting, April 25, 2019, Oregon Branch Library Mr. Tucker announced that the next regular meeting of the Board would be on Thursday, April 25, 2019 at 8:30 a.m., at the Oregon Branch Library, 3340 Dustin Road, Oregon, OH 43616.

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 Mrs. Savage; all voted aye, meeting adjourned at 8:57 a.m.

Approved by: _____
George Tucker, President

Attested by: _____
Jesus Salas, Secretary

Date: _____
April 25, 2019