

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
May 23, 2019
Mott Branch Library 8:30 a.m.**

Present Michael Dansack, Dennis Johnson, 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 April 25, 2019 were approved on motion of Mrs. Odesky, seconded by Mr. Salas; all voted aye, motion carried.

Acting Director's Comments Mr. Kucsma welcomed everyone to the new Mott Branch Library. The Library and Owens Community College are offering English classes at neighborhood branches. A letter from Springfield Schools thanking the Library for Holland Branch staff engagement is also included in trustees' packets.

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

Appointments

Employee	Agency	Grade	Salary	Date
Shawna Hill	Heatherdowns	Step 1	\$9.0000	05/06/2019
Lori Graham	Holland	Step 1	\$9.0000	05/06/2019
Anne Griner	Maumee	Step 1	\$9.0000	05/06/2019
Junell Kruzel	Oregon	Step 1	\$9.0000	05/09/2019

Payroll Changes

Employee	From	To
4/29/2019	Oregon	Fact & Fiction
Therese Luchsinger	Librarian II/Adult Services	Librarian II/Adult Services
Transfer	Gr 7A St 9	Gr 7A St 9
For the Good of Service	APLE FT \$65,451.89	APLE FT \$65,451.89
5/5/2019	Sanger	King Road
Brandy Cranon-Wyatt	Customer Service Clerk II	Customer Service Clerk II
Status Change/Transfer	Gr 2A St 4	Gr 2A St 4
	CWA PT-I \$18,484.1 Hourly	CWA FT \$36,044.06
5/5/2019	Washington	Mobile Services
Catherine Romstadt	Customer Services Clerk II	Customer Services Clerk II
Transfer	Gr 2 St 7	Gr 2 St 7
	CWA FT \$40,553.32	CWA FT \$40,553.32
5/5/2019	Holland	Holland
Jan Connell	Librarian II/Adult Services	Librarian II/Children's Services
Classification Change/	Gr 7A St 9	Gr 7A St 9
Transfer	APLE FT \$65,451.89	APLE FT \$65,451.89
5/5/2019	Sylvania	Sylvania
Maria Royuela-Tomas	Librarian II/Children's Services	Librarian II/Children's Services

Permanent Transfer	Gr 7A St 9	Gr 7A St 9
	APLE FT \$65,451.89	APLE FT \$65,451.89
5/5/2019	Computers and Media	Fact & Fiction
Dawn Casares	Clerk II	Clerk II
Transfer	Gr 2 St 7	Gr 2 St 7
	CWA FT \$40,553.32	CWA FT \$40,553.32
5/5/2019	Humanities	Fact & Fiction
Mary Murphy	Clerk II	Clerk II
Transfer	Gr 2 St 7	Gr 2 St 7
	CWA FT \$40,553.32	CWA FT \$40,553.32
5/5/2019	Children's Library	Fact & Fiction
Elisha Whitenack	Clerk II	Clerk II
Transfer	Gr 2 St 6	Gr 2 St 6
	CWA FT \$39,758.12	CWA FT \$39,758.12
5/5/2019	Holland	Main Shelves
Olivia Ruffin	Shelver	Shelver
Transfer	Ungraded St 1	Ungraded St 1
	CWA Shelver \$10.9499 Hourly	CWA Shelver \$10.9499 Hourly
5/5/2019	Children's Library	Youth Services
Lauren Boeke	Librarian I/Children's Services	Librarian I/Children's Services
Transfer	Gr 6B St 9	Gr 6B St 9
	APLE PT-II \$29.7604 Hourly	APLE PT-II \$29.7604 Hourly
5/5/2019	Children's Library	Youth Services
Cristin Brown	Librarian II/Children's Services	Librarian II/Children's Services
Transfer	Gr 7A St 9	Gr 7A St 9
	APLE FT \$65,451.89	APLE FT \$65,451.89
5/5/2019	Children's Library	Youth Services
Jillana Williams	Librarian I/Children's Services	Librarian I/Children's Services
Transfer	Gr 6C St 6	Gr 6C St 6
	APLE PT-II \$26.8579 Hourly	APLE PT-II \$26.8579 Hourly
5/19/2019	Heatherdowns	Heatherdowns
Lindsey Stockdale	Page	Shelver
Reclassification	Step 2	Ungraded St 1
	Page Page \$9.5000 Hourly	CWA Shelver \$10.9499 Hourly
5/19/2019	Oregon	Kent
Sierra Webb	Customer Service Clerk II	Supervisor Circulation Services I
Promotion/Transfer	Gr 2A St 4	Gr C St 1
	CWA PT-II \$18.4841 Hourly	Exempt FT \$39,534.03
5/19/2019	Sylvania	Mobile Services
Amelia Tibbits	Customer Services Clerk II	Driver/Circulation Clerk III
Promotion/Transfer	Gr 2A St 5	Gr 3A St 5
	CWA FT \$37,125.48	CWA FT \$39,204.58
5/19/2019	Washington	Mott
Clara Talip	Librarian I/Children's Services	Librarian I/Youth Services
Class & Status Change/ Transfer	Gr 6A St 8	Gr 6A St 8
	APLE PT-II \$28.9783 Hourly	APLE FT \$56,507.61

Separations

	Employee	Agency	Date
Clerical	Lewis (Lee) Post – Retirement	King Road	5/25/2019
	Glenna Wilson – Retirement	Technical Services	6/30/2019

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

Event	Date	Name	Amount
Women in Leadership: Finding Fulfillment	May 14, 2019	Julie Erhart-Walton, Shelly Guerrero	\$20.00
Welcoming Conference	May 15-17, 2019	Tim Hagen	\$989.60
Northern Ohio Technical Services Librarians Spring Meeting	May 23, 2019	Gayle Martinez	\$200.00
ALA Conference	June 21-23, 2019	Angela Bronson	\$370.00
Mazza Summer Conference	July 15-17, 2019	Cindy Vanderbrink	\$245.00
OLC Convention & Expo	September 25-27, 2019	Julie Bursten, Rebecca Stanwick	\$1,425.34

Financial Reports The financial reports for the month ending April 25, 2019 were accepted by the Board as presented on motion of Mr. Johnson, seconded by Mr. Dansack; all voted aye, motion carried.

Tax Receipts

Opening Balance	\$17,288,769.25
Real Property Tax	0.00
February PLF	1,006,605.45
2019 Year to Date	\$18,295,374.70

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

General Fund	\$3,107,812.95
BWC Workplace Wellness Fund	0.00
Building & Repair Fund	6,002.50
Capital Projects Note Fund	1,371,025.14
Total Health Care	296,881.01
Gift Funds	-473.00
Trust Funds	5,917.99
Total:	\$4,787,166.59

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			\$20,759,158.16
STAR @ 2.35%	1,433,981.73		
Huntington @ 0.20%	1,546,631.77	1,500,000.00	
April Interest		25,546.50	
Ending Balance	\$2,980,613.50	\$1,525,546.50	\$19,304,091.16
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 7,528,079.04		
Building & Repair Fund	\$ 1,138,579.17		
Gift Fund	\$ 1,000,771.82		
Capital Projects Fund	\$ 9,636,661.13		
<i>Total</i>	<i>\$ 19,304,091.16</i>		

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
No Activity			\$750,000.00
Ending Balance	\$0.00	\$0.00	\$750,000.00

Depository Agreements In order to maintain continuity in daily operations, Library administration, in consultation with the Finance Committee, recommends that the depository agreements with PNC Bank (active and interim funds) and Huntington National Bank (daily depository, inactive and interim funds), which expire May 31, 2019, be renewed for a two-year period. On behalf of the Finance Committee Mr. Johnson moved approval to renew the depository agreements for the period June 1, 2019 through May 31, 2021, continuing all current conditions under Chapter 135 of the Ohio Revised Code and the Library’s Investment Policy, seconded by Mr. Salas; all voted aye, motion carried.

2020 Budget Request The Finance Committee met on May 21, 2019 to review the proposed Budget Request for 2020. This request complies with State Law and must be transmitted to the Lucas County Budget Commission on or before May 31, 2019. Mr. Johnson moved approval of the proposed 2020 Budget Request, seconded by Mr. Salas; all voted aye, motion carried.

Approval of Adjusted Sunday Hours in Branches The Community Relations Committee recently reviewed and approved a proposal from Library administration to adjust Sunday hours in branches. The Library has been collecting data around Sunday use of Library branches and is recommending five branches remain open on Sunday from 1pm to 5pm. Those branches include Heatherdowns, Kent, Oregon, Sanger, and Sylvania. These new Sunday hours would be in effect beginning June 2, 2019. Mr. Salas moved approval of the change in Sunday hours, 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.

Marketing Update Terri Carroll said that the Library wants to do Marketing that surprises and delights, advances the Library brand, and provides great information. New video campaigns will be rolling out soon and will appear on television, radio and social media. The Library blog contains original content which talks about library services, books, and more. Marketing work is focused on advancing the brand with a strong visual identity on printed pieces, such as flyers, bumper stickers, decals, etc. Marketing's earned media strategy includes a symbiotic relationship between social media, along with paid media that includes traditional print ads in *The Blade* and other publications. A recent survey shows that many customers are getting information from the Library website, printed materials, email, Facebook and staff members. When the new Welcome TLC librarian starts, they can help put together a survey that can be done in different languages. Marketing is very aware of not having an overload of contact via email, social media, etc. and most customers only see one channel of information

Mott Branch Branch Manager Kim Penn welcomed everyone and invited them to tour the Branch. The opening of the new Mott Branch is a game changer for the neighborhood and the community at large. The grand opening is scheduled for June 7, 2019.

Regular Meeting, June 27, 2019, Maumee Branch Library Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, June 27, 2019 at 8:30 a.m., at the Maumee Branch Library, 501 River Road, Maumee, OH 43537.

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 9:08 a.m.

Approved by: _____
Susan M. Savage, Vice President

Attested by: _____
Jesus Salas, Secretary

Date: June 27, 2019