

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
May 28, 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 April 23, 2020 were approved on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

Resolution of Appreciation 01-20 honoring Alfred Johnson The Board unanimously adopted a Resolution of Appreciation honoring Alfred Johnson on motion of Mrs. Savage, seconded by Mr. Jordan; all voted aye, motion carried. Mr. Johnson has for 42 years repeatedly demonstrated his commitment to the goals and mission of the Library as a Custodian and Maintenance Assistant.

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

Resolution of Appreciation 02-20 honoring Marcia Seguire The Board unanimously adopted a Resolution of Appreciation honoring Marcia Seguire on motion of Mrs. Savage, seconded by Mr. Dansack; all voted aye, motion carried. Ms. Seguire has for 30 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.

Executive Director's Comments Mr. Kucsma congratulated retirees. This week, exempt staff were brought back into Library buildings to prepare for reopening. Throughout the entire period, library staff have continued to work from home — focusing on contributions to a number of pandemic-related working groups, including materials handling, virtual services, modified and new programs and services for the COVID-19 era. That work heavily informed the Safe Work Playbook that has been shared with staff and with Trustees. This playbook is a comprehensive and dynamic document of new procedures and requirements related to COVID-19. It has been a useful tool to communicate that throughout the Library, staff are thinking about the safety and security of Library communities and themselves. Staff have been engaging in professional development activities and contributing to work mentioned in the April Board Report, such as aiding in the creation and distribution of PPE for medical workers, supporting meal programs for kids being distributed at branches, and much more.

Reduction of Operating Hours The Community Relations Committee met recently to discuss cost-cutting measures needed to address the anticipated \$4.5 million loss in revenue in 2020. The Committee recommends that Library operating hours be reduced, effective June 8, 2020, as per the following schedule:

- Mondays and Tuesdays 11 am – 7:30 pm at all locations

- Wednesdays – Fridays 9:30 am – 6 pm at all locations
- Saturdays 9:30 am – 6 pm at the following locations Heatherdowns, Holland, Kent, King, Main Library, Maumee, Mott, Oregon, Sanger, Sylvania, Washington and West Toledo
- Sunday hours will be added at Sanger Branch at a date to be determined.

This schedule accounts for an approximate 20% reduction in service hours across the system and affords the Library the opportunity to align staffing and other resources to these modified hours. Mr. Salas moved approval of the reduction in hours, seconded by Mr. Johnson; all voted aye, motion carried.

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

Tax Receipts

Opening Balance	\$16,430,011.20
Real Property Tax	1,232,320.15
March Public Library Fund	\$ 943,445.28
2020 Year to Date	\$18,605,776.63

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

General Fund	\$2,890,306.15
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	9,810.99
Total Health Care	220,083.10
Gift Funds	2,397.11
Trust Funds	1,190.70
Total:	\$3,123,788.05

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.

	Maturities	Investments	Balance
Opening Balance			\$14,483,081.13
STAR @ 1.77%	\$ 12,208.10		
Huntington @ 0.20%	1,565,863.93	\$1,300,000.00	
April- Interest		1,401.05	
Ending Balance	\$1,578,072.03	\$1,301,401.05	\$14,206,410.15

Breakdown of Funds:

General & Insurance Fund	\$11,371,082.65
Building & Repair Fund	1,153,191.87
Gift Fund	182,885.60
Capital Projects Fund	1,499,250.03
	\$14,206,410.15

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			\$650,000.00
Ending Balance	\$0.00	\$0.00	\$650,000.00

Retirement Incentive Payout Resolution No. 03-20 On behalf of the Finance Committee, Mr. Johnson moved approval of the Retirement Incentive Payout resolution below, seconded by Mrs. Odesky; all voted aye, motion carried.

WHEREAS, the Library, in response to significant reductions in State funding, has decided to initiate expenditure reductions; and,

WHEREAS, this program would be offered on a one-time, optional basis for voluntary retirements submitted in writing at the sole choice of the employee by May 18, 2020, for action by July 31, 2020 (or earlier); and,

WHEREAS, this incentive program to voluntarily retire is open to any and all benefits-eligible staff who qualify for a reduced or unreduced retirement through the Ohio Public Employees Retirement System (OPERS) as of July 31, 2020,

NOW, THEREFORE, BE IT RESOLVED that the Toledo Lucas County Public Library established a one-time provision for its benefits-eligible employees who qualify for a reduced or unreduced retirement through OPERS, to voluntarily submit a written and signed statement of intent (by May 18, 2020) to retire from TLCPL by July 31, 2020 or earlier, and be paid 100% of their accrued sick leave, up to 975 hours maximum, at their current hourly rate of pay as terminal pay after the effective date of separation. Such agreement shall also require a signed "Severance Agreement and General Release" before payment of sick time can be made and agreement that the employee will not apply for re-employment at TLCPL for one year from the date of separation.

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
None				

Payroll Changes

Employee	From	To
3/22/2020	Information Technology	Communications
Roxanna Foster	Software Analyst/Programmer	Senior Business Analyst
Promotion/Transfer	Gr F St 9	Gr J St 1
	Exempt FT \$70,868.81	Exempt FT \$73,990.22
5/3/2020	Computers & Media	Computers & Media
David Lutz	Librarian I/Adult Services	Librarian II/Adult Services
Reclassification	Gr 6A St 11	Gr 7A St 7
	APLE FT \$62,190.14	APLE FT \$62,977.11
5/24/2020	Locke	Washington
Angela Bronson	Manager/Librarian V	Acting Manager/Librarian VII
Temporary Assignment/ Transfer	Gr H St 2	Gr H St 3
	Exempt FT \$65,342.60	Exempt FT \$68,117.18
5/24/2020	Children's Library	Locke
Joseph Cowley	Assistant Manager/Teen Services	Acting Manager/Librarian V
Temporary Assignment/ Transfer	Gr G St 1	Gr G St 2
	Exempt FT \$57,666.12	Exempt FT \$60,209.56

Separations

	Employee	Agency	Date
Clerical	Jamie Lada – <i>Retro 11/9/2019</i>	HR – Sub	5/15/2020
	Marcia Seguine – <i>Retirement</i>	Holland	5/29/2020
	Kathleen Eteau	Point Place	5/30/2020
	Gale Rose – <i>Retirement</i>	Point Place	5/30/2020
Maintenance	Alfred Johnson – <i>Retirement</i>	King Road	5/29/2020
Page	Cade Clem	King Road	4/26/2020
	Olivia Corner	Waterville	4/26/2020
	Manhattan Ethington	King Road	4/26/2020
	Lori Graham	Holland	4/26/2020
	Anne Griner	Maumee	4/26/2020
	Samantha Heinze	Main Shelves	4/26/2020
	Junell Kruzal	Oregon	4/26/2020
	Divinity Morehead	Main Shelves	4/26/2020
	Ambrosia Myers	Lagrange	4/26/2020
	Rachel Smithberger	Sanger	4/26/2020
	Sandra Star	Mobile Services	4/26/2020
	Dylan Tusing	Main Shelves	4/26/2020
	Autumn Vasquez	Mott	4/26/2020
	Sidney Vorasane	King Road	4/26/2020

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

Reduction in Staff Work Hours The Personnel Committee met recently to discuss reductions in staffing as a cost savings measure, including participation in the SharedWork Ohio (SWO) program administered by the Ohio Department of Job & Family Services. SharedWork Ohio is a program that allows employers to avert layoffs through temporary reductions in normal work hours. Mrs. Odesky moved, and was seconded by Mr. Johnson to accept the recommendation on the reductions in staff work hours as follows; all voted aye, motion carried.

Effective May 31, 2020:

Salaried and Exempt Staff – 20% reduction in hours

APLE staff – 25% reduction in hours

CWA staff – 25% reduction in hours

Salaried and Exempt Staff Cost Savings Measures Mrs. Odesky moved approval, and was seconded by Mr. Jordan on implementation of the following measures affecting salaried and exempt staff and relating to cost savings, benefits or participation in the SWO program, effective May 31, 2020; all voted aye, motion carried.

- Temporary elimination of annual salary increments
- Reduction in the bi-weekly accrual rates for annual and sick leave, consistent with the part-time status of the reduced work hours, with cumulative maximum accruals remaining unchanged.
- Reductions in personal leave credited and holiday pay to levels consistent with the part-time status of the reduced work hours.
- No change in health insurance contribution rates for affected staff.

CWA Cost Savings Measures Mrs. Odesky moved approval, and was seconded by Mr. Johnson the recommendation to authorize the Executive Director to proceed with all cost savings related measures agreed upon via a Memorandum of Understanding between the Library and the Communication Workers of America (CWA) union to avoid layoffs of CWA personnel due to the reduction in operating hours and/or participation in the SWO program; all voted aye, motion carried.

APLE Cost Savings Measures Mrs. Odesky moved approval, and was seconded by Mr. Johnson the recommendation to authorize the Executive Director to proceed with all cost savings related measures agreed upon via a Memorandum of Understanding between the Library and the Association of Public Library Employees (APLE) union to avoid layoffs of APLE personnel due to the reduction in operating hours and/or participation in the SWO program; all voted aye, motion carried.

Employment Agreement Amendment Due to reductions in funding, the Executive Director and the Personnel Committee found it necessary to consider temporary modifications to the Executive Director’s Employment Agreement. In recognition of the financial issues facing the Library, the Executive Director has proposed a temporary reduction in salary, proportional to the reductions of other salaried staff. Mrs. Odesky moved to approve a temporary reduction of twenty percent to the Executive Director’s annual salary, to an annual base salary of \$152,000, seconded by Mr. Johnson; all voted aye, motion carried.

Regular Meeting, June 25, 2020, Main Library Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, June 25, 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 Mrs. Odesky, seconded by Mr. Salas; all voted aye, meeting adjourned at 9:29 a.m.

Approved by: _____
Susan Savage, Vice President

Attested by: _____
Jesus Salas, Secretary

Date: June 25, 2020