

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
November 19, 2020
Zoom Conference Call 8:30 a.m.**

Present Micheal Alexander, Michael Dansack, Dennis Johnson, Keith Jordan, Sheila Odesky, 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 October 22, 2020 were approved on motion of Mr. Dansack, seconded by Mr. Jordan; all voted aye, motion carried.

Executive Director's Comments TLCPL started a pilot program with PCs for People last week to provide low cost technology and PC access. This is a partnership with PCs for People, the Library, and Ohio Means Jobs, who will also serve as a delivery site when we get this pilot up and running. Thirty customers have already signed up for the computers that TLCPL have in stock. News coverage has been widespread of this pilot. There are five locations being used as distribution points, with more being added after the pilot. Staff have been incredible adhering to COVID-19 protocols at the library. Currently there is one active case in all of the staff, 10 in all since June (three of which were outside contractors working in our buildings). There several health advisories coming in across the state and we have been keeping an eye on that. Leadership put out a pandemic plan for services that would be provided for various situations. The Director is grateful to the team that worked on the plan.

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
None				

Payroll Changes

Employee	From	To
11/1/2020	Technical Services	Technical Services
Amy Hartman	Librarian III/Adult Collection Development	Librarian III/Adult Collection
Missed Increment	Gr 8A St 7	Gr 8A St 8
Retro 9/20/2020	APLE FT \$69,189.32	APLE FT \$71,419.67
11/1/2020	Technical Services	Technical Services
Cynthia Vanderbrink	Librarian III/Youth Collection Development	Librarian III/Youth Collection
Missed Increment	Gr 8A St 7	Gr 8A St 8
Retro 9/20/2020	APLE FT \$69,189.32	APLE FT \$71,419.67

11/15/2020	Kent	Sylvania
Elizabeth Razo	Customer Service Clerk I	Customer Service Clerk I
Return to Former Position	Gr 1A* St 1	Gr 1A* St 1
	CWA LPT \$16.3390 Hourly	CWA LPT \$16.3390 Hourly

Separations

	Employee	Agency	Date
Librarian	Timothy Hagen	Adult Services	11/13/2020

Exempt 2021 Cost of Living Adjustments and Step Increases The Personnel Committee reviewed a one-time lump sum payment to all exempt staff calculated at 2.5% of annualized salary in lieu of a cost of living adjustment, to be paid to active exempt employees during the pay period including, March 31,2021. In addition, exempt staff will not receive step or merit increases in 2021. These cost cutting measures are consistent with both bargaining unit extension agreements previously approved by the Board of Trustees. Mrs. Odesky moved for approval, seconded by Mr. Jordan, all voted aye, motion carried.

Continuation of Medical Premium Rates for 2021 Based on recommendations from Library administration and health care consultant Ken Robie, the Personnel Committee recommends no increase to the established medical rates for the 2021 Plan Year. Mrs. Odesky moved for approval, seconded by Mr. Alexander; all voted aye, motion carried.

Staff Recognition Day The Personnel Committee recommends the approval of staff well-being days to be observed this year only on Friday, November 27th, 2020 and Saturday, November 28th in conjunction with the Thanksgiving Holiday. Mrs. Odesky moved for approval, Mr. Alexander seconded; all voted aye, motion carried.

Sunday and Holiday Closing Schedule The Personnel Committee recommends authorizing the Library to close on the following Sundays and holiday eves, as follows:

- Sunday, April 4th
- Sunday, May 30th
- Saturday, July 3rd at 5:30 p.m.
- Sunday, July 4th
- Sunday, September 5th
- Wednesday, Nov. 24th at 5:30 p.m.
- Saturday, December 25th
- Sunday, December 26th

- Friday, December 31st at 5:30 p.m.
- Saturday, January 1, 2022

Mrs. Odesky moved for approval, Mr. Jordan seconded; all voted aye, motion carried.

Financial Reports The financial reports for the month ending October 31st, 2020 were accepted by the Board as presented on motion of Mr. Johnson, seconded by Mr. Alexander; all voted aye, motion carried.

Tax Receipts October

Opening Balance	\$39,282,449.85
Real Property Tax	\$6,034.18
Public Library Fund	\$1,338,484.28
2020 Year to Date	\$40,626,968.31

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

General Fund	\$6,267,543.39
BWC Workplace Wellness Fund	0.00
LSTA Migrant Farmworker Fund	0.00
LSTA Conservation Fund	4,907.49
Coronavirus Relief Fund	102,532.36
Building & Repair Fund	0.00
Capital Projects Note Fund	110,934.97
Total Health Care	346,301.60
Gift Funds	0.00
Trust Funds	555.00
Total:	\$6,832,774.81

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$18,271,036.98
STAR @ 1.77%	144,476.08		
Huntington @ 0.20%	2,296,927.02	1,400,000.00	
September - Interest		430.26	
Ending Balance	\$2,441,403.10	\$1,400,430.26	\$17,230,064.14
Breakdown of Funds:			
General & Insurance Fund	\$14,736,984.62		
Building & Repair Fund	1,153,681.76		

Gift Fund	52,442.76
Capital Projects Fund	1,286,955.00
	\$17,230,064.14

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

Opening Balance			\$500,000.00
October Activity	0.00		
Ending Balance	\$0.00	\$0.00	\$500,000.00

Records Commission Pursuant to Ohio Revised Code 149.411 the Library is required to create a Records Commission that will review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by Library administration. The commission may dispose of records pursuant to the approved schedule and, at any time, may review any schedule it has previously approved and for good cause may revise that schedule. Mrs. Savage recommends that the Records Commission be formed with membership composed of the Library Board of Trustees and Fiscal Officer of the Library with other relevant Library staff area experts included as needed. Mrs. Savage moved for approval, 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, December 17th, 2020, Main Library Mrs. Savage announced that the next regular meeting of the Board will be on Thursday, December 17th, 2020 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, Mrs. Savage asked for a motion to adjourn the meeting. Motion made by Mr. Dansack, seconded by Mrs. Odesky, all voted aye, meeting adjourned at 8:52 a.m.

Approved by: _____
Susan Savage, President

Attested by: _____
Dennis Johnson, Secretary

Date: _____
December 17, 2020