

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
November 21, 2019
Main Library 8:30 a.m.**

Present Michael Dansack, Dennis Johnson, Keith Jordan, 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 October 24, 2019 were approved on motion of Mr. Johnson, seconded by Mrs. Savage; all voted aye, motion carried.

Resolution of Appreciation 13-19 honoring Carole Malczewski The Board unanimously adopted a Resolution of Appreciation honoring Carole Malczewski on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried. Ms. Malczewski has for 21 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.

Executive Director's Comments Mr. Kucsma congratulated Ms. Malczewski and thanked her for her service at Sanger Branch and for her positive comments on growing personally and professionally in her time with the Library. The new Library app has been well received by the community. The Authors! series is wrapping up this weekend with the editors from the *Joy of Cooking*, bringing the total number of authors this year to 16.

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

Appointments

Employee	Agency	Grade	Salary	Date
Corey Bern	Kent	6C	\$41,856.23	11/4/2019
Olivia Drees	West Toledo	1A*	\$16.3390	11/4/2019
Jennifer Green	Waterville	1A*	\$16.3390	11/4/2019
Madison Lutman	Point Place	1A*	\$16.3390	11/4/2019
Shawn McMahan	Public Safety Department	Ungraded	\$23.3160	11/4/2019
Elizabeth Razo	Sylvania	1A*	\$16.3390	11/4/2019

Payroll Changes

Employee	From	To
10/31/2019	Reynolds Corners	Reynolds Corners
Cynthia Bond	Supervisor Circulation Services I	Supervisor Circulation Services II
Reclassification	Gr C St 7	Gr D St 6
Retro 9/22/2019	Exempt FT \$50,097.47	Exempt FT \$52,659.21
11/3/2019	Human Resources	Holland

Wafaa Azzouni	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 1	Gr 1A* St 1
	CWA LPT \$16,3390 Hourly	CWA LPT \$16,3390 Hourly
11/3/2019	West Toledo	Sylvania
Peter Hildebrandt	Assistant Manager/Librarian IV	Assistant Manager/Librarian IV
Transfer	Gr G* St 7	Gr G* St 7
	Exempt FT \$71,791.22	Exempt FT \$71,791.22
11/3/2019	Human Resources	Birmingham
Morgan Kovacs	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 1	Gr 1A* St 1
	CWA LPT \$16,3390 Hourly	CWA LPT \$16,3390 Hourly
11/3/2019	Reynolds Corners	Sylvania
Alyssa Pitchford	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A* St 4	Gr 1A* St 4
	CWA PT-II \$17,8540 Hourly	CWA FT \$34,815.28
11/3/2019	Main Circulation	Waterville
Colleen Staerker	Customer Service Clerk II	Supervisor Circulation Services I
Promotion/Transfer	Gr 2A St 4	Gr C* St 1
	CWA FT \$36,764.94	Exempt FT \$39,534.03
11/3/2019	Computers and Media	West Toledo
Ryan Rigaux	Librarian I/Adult Services	Assistant Manager/Librarian IV
Promotion/Transfer	Gr 6B St 8	Gr G St 2
	APLE FT \$57,637.76	Exempt FT \$59,028.98
11/3/2019	Maumee	King Road
Franco Vitella	Librarian II/Adult & Teen Services	Assistant Manager/Librarian IV
Promotion/Transfer	Gr 7C St 5	Gr G* St 2
	APLE FT \$57,814.28	Exempt FT \$59,028.98

Separations

	Employee	Agency	Date
Clerk	Carole Malczewski – <i>Retirement</i>	Sanger	11/30/2019
Page	Khalil Carpenter	Main Shelves	11/4/2019
	Nora Jaegly	Main Shelves	11/6/2019

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

Travel & Training Expenditures

Event	Date	Name	Amount
PLA 2020 Conference	February 24-29, 2019	Teresa Alvarado, Meg Delaney, Nancy Eames, Amy Hartman, Jason Kucsma, Kristie Lanzotti, Kelly Michalak, Jeff Wale	\$17,143.72

2020 Exempt and Substitute Salary Schedules The Personnel Committee has reviewed changes to the Library’s organizational structure which eliminates the currently vacant position of Deputy Director and realigns executive leadership positions to streamline internal processes, collaboration and innovation. Compensation rates for exempt, substitute and public safety staff were also reviewed. The Committee recommends changes to the salary schedule effective the pay period that includes January 1, 2020, as follows:

- 2% increase for Exempt Staff in Grades A through M
- Addition of Grade N classifications to facilitate realignment of executive leadership positions
- Elimination of the Unclassified position of Deputy Director
- 2% increase for Substitute Grades 5 and 7, and Public Safety Officer positions.
- 6.5% increase for Substitute Grade 8 Step 1 and Step 2

Mrs. Odesky moved approval of the changes, seconded by Mr. Salas; all voted aye, motion carried.

2020 Medical Insurance Rates Based on recommendations from Library administration and healthcare consultant Ken Robie, the Personnel Committee recommended a 6.5% increase to the established medical insurance rates for the 2020 Plan Year. The recommended rates, shown below, are to be effective January 1, 2020, and were approved on motion of Mrs. Odesky, seconded by Mr. Salas; all voted aye, motion carried.

	2020 <u>Monthly Rate</u>	2019 <u>Monthly Rate</u>
Paramount FLEX (POS) + Caremark Rx		
Single	\$ 789.34	\$ 741.17
Family	\$ 2,103.85	\$ 1,975.45
Paramount HMO + Caremark Rx		
Single	\$ 741.58	\$ 696.32
Family	\$ 1,974.51	\$ 1,854.00
Paramount Minimum Value Plan		
Single	\$ 465.40	\$ 437.00
Family	\$ 1,320.60	\$ 1,240.00

Delta Dental		
Single (No Change)	\$ 31.03	\$ 31.03
Family (No Change)	\$ 78.60	\$ 78.60

Financial Reports The financial report for the month ending October 31, 2019 was accepted by the Board as presented on motion of Mr. Johnson, seconded by Mr. Dansack; all voted aye, motion carried.

Tax Receipts

Opening Balance	\$38,687,212.53
Real Property Tax	0.00
Public Library Fund	1,342,286.42
2019 Year to Date	\$40,029,498.95

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

General Fund	\$6,350,650.51
BWC Workplace Wellness Fund	0.00
LSTA Migrant Farmworker Fund	0.00
Building & Repair Fund	2,185.10
Capital Projects Note Fund	790,654.51
Total Health Care	342,230.26
Gift Funds	124,203.92
Trust Funds	3,914.07
Total	\$7,613,838.37

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

	Maturities	Investments	Balance
Opening Balance			\$15,360,858.06
STAR @ 2.35%	489,888.52		
Huntington @ 0.20%	2,836,691.10		
October Interest		7,281.71	
Ending Balance	\$3,326,579.62	\$7,281.71	\$12,041,560.15
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$7,723,956.33		
Building & Repair Fund	\$1,152,885.18		
Gift Fund	\$372,736.78		
Capital Projects Fund	\$2,791,981.86		
	\$12,041,560.15		

Trust Fund Activity Trust Fund Activity was approved on motion of Mr. Dansack, seconded by Mrs. Savage; 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 Brooke Cox, APLE representative and Harry Johnston, CWA representative.

New Library App Digital Strategist Andy Lechlak gave a presentation on the new Library app, which began development in May 2019. It includes features such as viewing the catalog, checking out books, reserving meeting rooms and more.

Regular Meeting, December 19, 2019, Main Library Mr. Tucker announced that the next regular meeting of the Board would be on Thursday, December 19, 2019 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, Mr. Tucker asked for a motion to adjourn the meeting. Motion made by Mr. Dansack, seconded by Mr. Jordan; all voted aye, meeting adjourned at 8:55 a.m.

Approved by: _____
Susan Savage, Vice President

Attested by: _____
Jesus Salas, Secretary

Date: _____
December 19, 2019