

**Toledo Lucas County Public Library  
Minutes of Board of Trustees Meeting  
October 24, 2019  
Main Library 8:30 a.m.**

**Present** Michael Dansack, 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 September 26, 2019 were approved on motion of Mrs. Odesky, seconded by Mr. Dansack; all voted aye, motion carried.

**Resolution of Appreciation 11-19 honoring Irene Martin** The Board unanimously adopted a Resolution of Appreciation honoring Irene Martin on motion of Mr. Salas, seconded by Mrs. Odesky; all voted aye, motion carried. Ms. Martin has for 53 years repeatedly demonstrated her commitment to the goals and mission of the Library as a Page, Clerk, and Librarian.

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

**Director's Comments** Mr. Kucsma congratulated Ms. Martin and thanked her for her service. He also thanked Kathy Selking and the Development department, as well as the volunteers who helped with the recent successful gala. Mr. Kucsma was in Salt Lake City for a ULC conference earlier in October, where TLCPL received an honorable mention in innovation for the business and workforce program. At the September board meeting, a resolution was passed recognizing former trustee Randy Clay. Mr. Clay recently passed away and a moment of silence was observed.

**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
Lewis (Lee) Post	Main Circulation	2A	\$19,4195	9/27/2019
Wafaa Azzouni	Human Resources	1A*	\$16,3390	10/7/2019
Kathryn Fletcher	Human Resources	1A*	\$16,3390	10/7/2019
Joyce Flores	Holland	1A*	\$16,3390	10/7/2019
Stefani Haas	Heatherdowns	Gr 7C	\$47,563.93	10/7/2019
Nora Jaegly	Main Shelves	Step 1	\$9,0000	10/7/2019
Anne Keller	Washington	Gr 7C	\$52,439.13	10/7/2019
Samantha Krohn	Human Resources	1A*	\$16,3390	10/7/2019
Keith Langlois	Facilities & Operations	1A*	\$33,801.30	10/7/2019
Ambrosia Myers	Lagrange	Step 1	\$9,0000	10/7/2019
Diana Thomas	Facilities & Operations	1A*	\$31,860.98	10/7/2019
Dylan Tusing	Main Shelves	Step 1	\$9,0000	10/7/2019
Jonas Williams	Facilities & Operations	1A*	\$32,816.73	10/7/2019
Michael Zaborniak	Waterville	Step 1	\$9,0000	10/7/2019

Payroll Changes

Employee	From	To
10/6/2019	Main Shelves	Human Resources
Morgan Kovacs	Page	Customer Service Clerk I
Promotion/Transfer	Step 1	Gr 1A* St 1
	Page Page \$9.0000 Hourly	CWA LPT \$16.3390 Hourly
10/7/2019	Heatherdowns	Heatherdowns
Shawna Hill	Page	Customer Service Clerk I
Promotion	Step 1	Gr 1A* St 1
	Page Page \$9.0000 Hourly	CWA PT-II \$16.3390 Hourly
10/13/2019	Youth Services	West Toledo
Sarah Ronau	Librarian I/Children's Services	Librarian I/Children's Services
Transfer	Gr 6C St 2	Gr 6C St 2
	APLE FT \$43,948.97	APLE FT \$43,948.97
10/20/2019	HR - Sub	Oregon
Katherine Al-Akhras	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
10/20/2019	Youth Services	Children's Library
David Bush	Librarian Associate	Librarian Associate
Transfer	Gr 5A St 7	Gr 5A St 7
	APLE FT \$45,306.06	APLE FT \$45,306.06
10/20/2019	Waterville	Maumee
Jennifer Connors	Supervisor Circulation Services II	Supervisor Circulation Services II
Transfer	Gr D St 7	Gr D St 7
	Exempt FT \$54,563.23	Exempt FT \$54,563.23
10/20/2019	Human Resources	Lagrange
Cara Crocker	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
10/20/2019	Human Resources	Maumee
Kathryn Fletcher	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

10/20/2019	Human Resources	Holland
Kaylee Hendricks	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 1	Gr 1A* St 1
	CWA LPT \$16,339.00 Hourly	CWA LPT \$16,339.00 Hourly
10/20/2019	Heatherdowns	Computers & Media
Melissa Jeter	Librarian II/Adult Services	Librarian II/Adult Services
Transfer	Gr 7A St 9	Gr 7A St 9
	APLE FT \$66,760.93	APLE FT \$66,760.93
10/20/2019	Birmingham	Washington
Amy Kagey	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 3	Gr 1A* St 3
	CWA LPT \$17,334.00 Hourly	CWA LPT \$17,334.00 Hourly
10/20/2019	Sylvania	Main Circulation
Shamar Kynard	Customer Services Clerk II	Customer Services Clerk II
Status Change/Transfer	Gr 2A St 5	Gr 2A St 5
	CWA FT \$37,867.99	CWA PT-I \$19,419.50 Hourly
10/20/2019	West Toledo	Children's Library
Sara Mattson	Librarian I/Children's Services	Librarian I/Children's Services
Transfer	Gr 6C St 7	Gr 6C St 7
	APLE FT \$56,091.33	APLE FT \$56,091.33
10/20/2019	Lagrange	Birmingham
Julie Stahl	Supervisor Circulation Services I	Supervisor Circulation Services I
Transfer	Gr C St 6	Gr C St 6
	Exempt FT \$48,329.40	Exempt FT \$48,329.40
10/20/2019	Birmingham	Lagrange
Andrea Vallejo	Supervisor Circulation Services II	Supervisor Circulation Services II
Transfer	Gr D St 8	Gr D St 8
	Exempt FT \$56,489.75	Exempt FT \$56,489.75

### Separations

	Employee	Agency	Date
Clerk	Devonte Stovall	Maumee	9/30/2019
	Joyce Flores	Holland	10/17/2019
	Samantha Krohn – Retro 10/17/2019	Human Resources	10/23/2019
Librarian	Irene Martin – <i>Retirement</i>	Local History & Genealogy	10/31/2019
Page	Melissa DeMoe	Point Place	9/28/2019
	Essli Gomez Vega	Oregon	10/17/2019

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

Travel & Training Expenditures

Event	Date	Name	Amount
MIT Media Lab’s Public Library Innovation Exchange Workshop	October 29-30, 2019	Jennifer Day	\$684.00
20 Under 40	October 29, 2019	Nicole Naylor	\$35.00
OLC Leadership Conference	October 30, 2019	Tim Hagen	\$166.80
NOTSL: Wrangling Realia and Other Random Resources	November 4, 2019	Christina Gaydos	\$165.00
OLC Public Safety Conference	November 6, 2019	Ben Tucker	\$70.00
Maumee Chamber Business Expo	November 12, 2019	Linda Fayerweather, Allison Fiscus, Zachary Huber	\$225.00
Social Justice and Public Libraries	December 9-10, 2019	Ricki Brisbin	\$250.00
ALA Midwinter Conference 2020	February 21-25, 2020	Jason Kucsma	\$2,232.36

**Approval of Employment Agreement for Director/Fiscal Officer** At a Special Meeting of the Board of Trustees held on August 1, 2019, the Board unanimously approved the promotion of Acting Director/Fiscal Officer Jason Kucsma to the position of Director/Fiscal Officer, subject to agreement of an employment contract. The Personnel Committee reviewed the proposed employment agreement, and Mrs. Odesky moved approval of the contract, to be effective August 1, 2019 through August 31, 2022, seconded by Mr. Salas; all voted aye, motion carried.

**Financial Reports** The financial report for the month ending September 30, 2019 was accepted by the Board as presented on motion of Mr. Dansack, seconded by Mr. Jordan; all voted aye, motion carried.

**Tax Receipts**

Opening Balance	\$35,972,343.00
Real Property Tax	1,243,130.29
Public Library Fund	1,471,739.24
2019 Year to Date	\$38,687,212.53

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

General Fund	\$2,878,400.14
BWC Workplace Wellness Fund	0.00
LSTA Migrant Farmworker Fund	0.00
Building & Repair Fund	37,514.85
Capital Projects Note Fund	1,020,613.87
Total Health Care	420,479.69
Gift Funds	230,932.50
Trust Funds	3,195.25
Total:	\$4,591,136.30

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$18,772,585.58
STAR @ 2.35%	4,417,734.19		
Huntington @ 0.20%	3,008.85	1,000,000.00	
September Interest		9,015.52	
Ending Balance	\$4,420,743.04	\$1,009,015.52	\$15,360,858.06
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$10,522,902.50		
Building & Repair Fund	1,189,339.79		
Gift Fund	614,964.92		
Capital Projects Fund	3,033,650.85		
	15,360,858.06		

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

	<u>Maturities</u>	<u>Investments</u>	<u>Previous Balance</u>
No Activity			\$500,000.00
Ending Balance	\$0.00	\$0.00	\$500,000.00

**Resolution 08-19 Requesting Tax Funds for Operating Purposes in 2020** Based on the official estimate received September 13, 2019 from the County Auditor listing estimated tax receipts of \$26,410,000.00 as income from the one 3.70-mill operating levy, the following Resolution requesting tax funds for operating purposes in 2020 was adopted on motion of Mr. Salas, seconded by Mrs. Odesky; all voted aye, motion carried. The request will be forwarded to the County Auditor.

WHEREAS, The Budget Commission of Lucas County, Ohio, has certified its action thereon to this Board, together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

RESOLVED, By the Board of Trustees of Toledo Lucas County Public Library, Lucas County Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted: and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate the rate of each tax necessary to be levied within and without the ten mill limitation as follows: 3.70 mill, \$26,410,000.00 outside the 10 mill limitation, and be it further

RESOLVED, That the Secretary of this Board be and she is hereby directed to certify a copy of this Resolution to the county Auditor of said County.

**Resolution 12-19 Requesting the Advance of Tax Funds for Operating Purposes in 2020**

Based on the official estimate received from the County Auditor listing estimated tax receipts of \$16,521,686 (estimate from 2019) from the Public Library Fund, and \$26,410,000 as income from the 3.70 mill operating levy, the following Resolution requesting tax funds for operating purposes in 2020 was adopted on motion of Mr. Salas, seconded by Mr. Dansack; all voted aye, motion carried. The request will be forwarded to the County Auditor.

BE IT RESOLVED, that whereas the Toledo Lucas County Public Library is in need of operating funds for 2020, the Board of Trustees of said Library request the County Auditor to advance tax funds as soon as they are collected, and I so move.

**Auditor's Award of Distinction** Lori Brodie, Regional Liaison from Ohio Auditor of State Keith Faber's office, presented the Library with the Ohio Auditor of State Award with Distinction for excellence in financial reporting. A very small percentage of political subdivisions in the state of Ohio receive this award.

**Staff Organizations** Brief remarks were heard from Brooke Cox, APLE representative and Harry Johnston, CWA representative.

**Human Resources Hiring Update** Manager of Human Resources Jeff Godzak and Assistant Manager Kris Ward gave a brief updating on current staffing levels compared to the recent past. They also shared data about attrition rates, internal promotions versus external hiring, diversity hiring, etc.

**Regular Meeting, November 21, 2019, Main Library** Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, November 21, 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, Mrs. Savage asked for a motion to adjourn the meeting. Motion made by Mr. Salas, seconded by Mr. Jordan; all voted aye, meeting adjourned at 9:00 a.m.

Approved by: \_\_\_\_\_  
Susan M. Savage, Vice President

Attested by: \_\_\_\_\_  
Jesus Salas, Secretary

Date: \_\_\_\_\_  
November 21, 2019