

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
September 24, 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.

Trustee Appointment Mrs. Savage announced that the Lucas County Commissioners have appointed Micheal Alexander to the Board of Trustees of the Toledo Lucas County Public Library. Mr. Alexander's term begins July 14th, 2020 and expires January 10th, 2021. Mr. Dansack then administered the prescribed oath of office to Mr. Alexander. *"I do solemnly swear that I will support the Constitution of the United States of America and the constitution of the State of Ohio, and that I will faithfully perform the duties of my office."

Note: A copy of the appointment letter is attached to these official Minutes.

Minutes The minutes of the regular meeting of July 23, 2020 were approved on motion of Mr. Dansack, seconded by Mr. Johnson; all voted aye, motion carried.

Executive Director's Comments Mr. Kucsma introduced Mr. Alexander and thanked him for joining the Board of Trustees. Mr. Kucsma also thanked the Lucas County Commissioners for appointing Mr. Alexander. The Library is focused on safety and service. Protocols continue for customers and staff that are aligned with the Lucas County Health Department. In the near future the Library will be installing Bi-Polar Needlepoint Ionization to create the most efficient air quality. Innovative programming has continued in various ways, which resulted in a long report for the Board. The Library with other regional partners participated in Democracy Days to help Lucas County residents register to vote, request an absentee ballot and participate in the census. Activity to go kits continue to be popular for PreK to teens. Thousands have been distributed and recently 4,000 elections kits went out. The Library's profile is beginning to raise in the community as customers realize we are open. The Washington Branch has customers coming from Michigan and obtaining out of state cards as their state has not reopened libraries. Starting October 1st, TLCPL will be supporting teachers in the region that are struggling with the various formats that school is taking place in this year. Pop-up COVID testing took place at the Mott Branch this past weekend. Thank you to our staff that continues to provide service to our community.

Bylaws Committee The Library's Board of Trustees' Bylaws were last updated in 2009. Good governance would suggest that the Board of Trustees undertake a review of the Bylaws at regular intervals. Mrs. Savage would like to officially appoint an ad hoc Board committee to confer with the Director and to prepare recommendations to the complete Board of Trustees for any possible updates or changes to the Bylaws. Along with Mrs. Savage, she would like to appoint Mr. Dansack and Mr. Johnson to assist in this important governance work. Mrs. Odesky seconded the appointment.

Main Library and Branch Hours Update The Community Relations Committee met recently to discuss the Library’s intention to increase operating hours. Operating hours were reduced by 20% on June 8, 2020 as part of cost-cutting measures needed to address a loss in revenue. While hours will not be increased to pre-pandemic levels, this increase will allow more customers in our buildings in a broader range of the day throughout the Library system. Increased operating hours beginning effective September 21, 2020, as per the following schedule:

- Monday and Tuesday 9:30 am to 7:30 pm at all locations
- Wednesday and Thursday 9:30 am to 6 pm at all locations, with the following locations remaining open until 7:30:
 - Heatherdowns, Holland, King, Main Library, Oregon, Sanger, Sylvania, Washington, and West Toledo
- Friday 9:30 am to 6 pm at all locations
- Saturday 9:30 am to 6 pm at the following locations:
 - Heatherdowns, Holland, Kent, King, Main Library, Maumee, Mott, Oregon, Reynolds Corners, Sanger, Sylvania, Washington, Waterville and West Toledo
- Sunday hours will be added at Sanger Branch at a date to-be-determined.

This new schedule adds an additional 94.5 service hours per week across the system and still allows the Library the opportunity to align staffing and other resources to these expanded hours. Mr. Jordan moved approval of the increase of operating hours, seconded by Mrs. Odesky; all voted aye, motion carried.

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

Appointments

Employee	Agency	Grade	Salary	Date
None				

Payroll Changes

Employee	From	To
7/26/2020	Branch Services	Director's Office
Richelle Brisbin	Administrative Assistant II	Acting Executive Administrative Assistant
Acting Status/Temporary	Gr F* St 7	Gr F* St 8
Transfer	Exempt FT \$66,221.0	Exempt FT \$68,533.33
7/26/2020	King Road	Mobile Services
Franco Vitella	Assistant Manager/Librarian IV	Acting Manager/Librarian V
Acting Status/Temporary	Gr G* St 3	Gr G* St 4
Transfer	Exempt FT \$62,729.83	Exempt FT \$65,273.06
8/2/2020	Children's Library	Holland
Juliette Hebert	Librarian I/Children's Services	Librarian I/Children's Services
Temporary Transfer	Gr 6C St 1	Gr 6C St 1
	APLE FT \$41,856.23	APLE FT \$41,856.23

8/23/2020	Fact & Fiction	Reynolds Corners
Jennifer Day	Librarian II/Adult Services	Librarian II/Adult Services
Temporary Transfer	Gr 7A St 9	Gr 7A St 9
	APLE FT \$66,760.93	APLE FT \$66,760.93
8/23/2020	Sylvania	Kent
Elizabeth Razo	Customer Service Clerk I	Customer Service Clerk I
Temporary Transfer	Gr 1A* St 1	Gr 1A* St 1
	CWA LPT \$16.3390 Hourly	CWA LPT \$16.3390 Hourly
9/8/2020	Computers & Media	King Road
Jennifer Harvey	Librarian II/Adult Services	Librarian II/Adult Services
Temporary Transfer	Gr 7C St 4	Gr 7C St 4
	APLE FT \$55,061.21	APLE FT \$55,061.21
9/10/2020	Main Circulation	Washington
Janet Forney	Supervisor Circulation Services II	Supervisor Circulation Services II
Temporary Transfer	Gr D St 7	Gr D St 7
Retro 5/24/2020	Exempt FT \$55,654.49	Exempt FT \$55,654.49
9/20/2020	Point Place	Main Circulation
Katelin Johnson	Customer Service Clerk I	Customer Service Clerk I
Return to Former Position	Gr 1A* St 5	Gr 1A* St 5
	CWA FT \$35,859.90	CWA FT \$35,859.90

Separations

	Employee	Agency	Date
Clerical	Amy Kagey	Washington	08/14/2020
Librarian	Sarah Ronau	West Toledo	07/31/2020
Shelver	Anita Griffis	Holland	08/15/2020
Substitute	Lynn Jagos – Retro 03/14/2020	HR – Sub	07/15/2020

Tuition Expenditures Tuition expenditures were approved on motion of Mr. Johnson, seconded by Mr. Jordan; all voted aye, motion carried.

School	Name	Amount
Wayne State University	Lauren Howald	\$1,500.00

Restoration of Staff Hours The Personnel Committee met recently to discuss the restoration of Staff Work Hours. On May 28, the Board of Trustees approved cost savings measures to avert layoffs, including participation in the SharedWork Ohio program administered by the Ohio Department of Job & Family services, in order to avert layoff of staff by temporarily reducing normal work hours of staff. The Personnel Committee and Library administration have reviewed current staffing needs and financial projections for the remainder of 2020 and 2021. Mrs. Odesky moved for approval of the following, seconded by Mr. Johnson; all voted aye, motion carried effective September 20, 2020:

- Withdrawal from participation in SharedWork Ohio.
- Restoration of all Salaried and Exempt, APLE and CWA staff to normal work hours.
- Restoration of temporarily reduced annual, sick and personal leave accrual rates and holiday pay to normal levels.
- Reinstatement of wage step increases for eligible staff whose steps were temporarily frozen by the temporary cost savings measures, retroactive to their originally scheduled increment date.
- Restoration of Executive Director’s annual salary agreed upon in the original contract

CWA Collective Bargaining Agreement Extension The ongoing coronavirus pandemic has created difficulties in negotiating a new bargaining agreement with the Communication Workers of America, Local 4319 – Library Unit. With CWA’s collective bargaining agreement expiring on September 23, 2020, the Library and CWA have tentatively agreed to extend the existing agreement for a period of eighteen months. The Personnel Committee has reviewed the terms and conditions of the agreement and has brought the agreement forward for consideration by the full Board of Trustees. Mrs. Odesky asked the Board if there was any need for discussion. No discussion was needed. Mrs. Odesky moved for approval of the motion, seconded by Mr. Dansack; all voted aye, motion carried.

Note: A copy of the agreement is attached to these official Minutes.

Election Poll Worker Policy The Personnel Committee also recently reviewed a new Library policy, the Election Poll Worker Policy. In support of the Board of Elections and consistent with other public employers in the state of Ohio, the Library submits for Board Approval the Election Poll Worker Leave Policy, which provides library employees time off with pay to serve as precinct election officials on Election Day, subject to the Library’s Operational needs. Policy approved on motion of Mrs. Odesky, seconded by Mr. Dansack; all voted aye, motion carried.

Financial Reports The financial reports for the months ending July 31st, 2020 and August 31st, 2020 were accepted by the Board as presented on motion of Mr. Johnson, seconded by Mr. Jordan; all voted aye, motion carried.

Tax Receipts July

Opening Balance	\$20,950,225.94
Real Property Tax	1,100,000.00
July Public Library Fund	1,536,436.32
2020 Year to Date	\$23,586,662.26

Tax Receipts August

Opening Balance	\$23,586,662.26
Real Property Tax	11,217,889.46
August Public Library Fund	1,681,839.13
2020 Year to Date	\$36,486,390.85

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

<i>July</i>	
General Fund	\$3,417,174.15
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	115,664.74
Total Health Care	341,666.66
Gift Funds	0.00
Trust Funds	6,981.31
Total:	\$3,881,486.86
<i>August</i>	
General Fund	\$2,825,989.93
BWC Workplace Wellness Fund	0.00
LSTA Migrant Farmworker Fund	0.00
LSTA Conservation Fund	0.00
Coronavirus Relief Fund	141,402.35
Building & Repair Fund	0.00
Capital Projects Note Fund	31,800.77
Total Health Care	268,144.32
Gift Funds	0.00
Trust Funds	6,555.00
Total:	\$3,273,892.37

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			\$11,516,179.17
STAR @ 1.77%	115,664.74		
Huntington @ 0.20%	3,518,662.61	2,900,000.00	
July – Interest		757.19	
Ending Balance	\$3,634,327.35	\$2,900,757.19	\$10,782,609.01
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$8,114,310.44		
Building & Repair Fund	1,153,460.27		

Gift Fund	67,421.27
Capital Projects Fund	1,447,417.03
	\$10,782,609.01

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$10,782,609.01
STAR @ 1.77%	115,664.74		
Huntington @ 0.20%	2,428,935.53	12,700,000.00	
August – Interest		566.02	
Ending Balance	\$2,460,736.30	\$12,700,566.02	\$21,022,438.73
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$18,385,526.04		
Building & Repair Fund	1,153,534.89		
Gift Fund	67,430.79		
Capital Projects Fund	1,415,947.01		
	\$21,022,438.73		

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$650,000.00
No Activity			
Ending Balance	\$0.00	\$0.00	\$650,000.00

Acceptance of Coronavirus Relief Funds This August, the Library applied for and received \$500,000 in Coronavirus Relief Funds (CRF) through the Public Library Assistance Program, which is managed by the Ohio Office of Budget and Management. These funds may be used for necessary expenditures incurred due to the Coronavirus public health emergency. Administration is requesting formal acceptance of these funds. Mr. Johnson moved for approval that the Board accept the grant money, seconded by Mrs. Odesky; all voted aye, motion carried.

Modification of 2020 Appropriation Schedule In reviewing the 2020 Annual Appropriation Schedule, Administration is prompted to recommend the following modifications to reconcile various line item accounts. Mr. Johnson moved approval to accept the modifications, seconded by Mrs. Odesky; all voted in favor, motion carried.

Note: A copy of the modifications is attached to these official Minutes.

Needlepoint Bi-polar Ionization Library administration has been evaluating options for air quality improvement at Library facilities and found Needlepoint Bi-polar Ionization to be the most efficient and effective way to combat airborne transmission of this disease. Due to emerging evidence surrounding airborne transmission of COVID-19, the Finance Committee requests that the Board recognize that there is an *urgent necessity* for library administration to implement Needlepoint Bi-polar Ionization at all Library owned facilities. Mr. Johnson moved for approval, seconded by Mr. Jordan; all voted in favor, motion carried.

Staff Organizations Brief remarks were heard from Brook Cox, APLE representative, Harry Johnston, CWA representative and Erika White, CWA Local 4319

Regular Meeting, October 22, 2020, Main Library Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, October 22, 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 9:06 a.m.

Approved by: _____
Susan Savage, President

Attested by: _____
Dennis Johnson, Secretary

Date: _____
October 22, 2020