

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
July 22, 2021
Main Library 8:30 a.m.**

Present 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 June 24, 2021, were approved on motion of Mr. Jordan, seconded by Mrs. Odesky.

Resolution 2 – 2021 honoring Raymond Conners The Board unanimously adopted a Resolution of Appreciation honoring Raymond Conners on motion of Mrs. Savage, seconded by Mr. Johnson; all voted aye, motion carried. Mr. Conners has for thirty-two years added solutions when problem-solving and contributed ideas when concerning the upkeep of Library spaces. Mr. Conners has served as a Custodian at Sylvania branch and Maintenance Assistant with Facilities and Operations. Most recently Mr. Conners served as a Maintenance Worker in the Facilities and Operations department.

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

Resolution 3 – 2021 honoring Barb Trevino The Board unanimously adopted a Resolution of Appreciation honoring Barb Trevino on motion of Mrs. Savage, seconded by Mrs. Odesky; all voted ay, motion carried. Ms. Trevino has for twenty-five years performed tasks accurately and has been an asset to the system, applying the Library values to her daily tasks and responsibilities. Ms. Trevino has served as a Page, Circulation Clerk I, Supervisor Circulation Services at Kent, Point Place, Lagrange, Birmingham, and West Toledo most recently.

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

Executive Director's Comments Congratulations to the two staff members retiring today. They represent a total of fifty-seven years of experience with the Library. The Director would like to highlight a few things in the Board Report, including all the Juneteenth celebrations that TLCPL participated in; including a range of activities for Immigrant Heritage month. Through a grant from Old Navy TLCPL provided t-shirts to new citizens, and one of the stories was featured on Good Morning America. Monday following the July 4th holiday marked a transition away from much of our COVID-19 protocol, It also means an opportunity for us to transition from managing day-to-day to being able to start doing long-term thinking. The learning strategies that are highlighted in your packet this month are part of that. These new learning plans are customized to the staff members' job title and include EDI, safety, job task, and leadership development. This plan will help staff to develop skills at any location and our customers to receive excellent customer service. This all started with the six-month leadership session that recently culminated in the TCLPL Way packet for all leaders in the Library. This gives flow charts for dealing with staff, suggestions about language, and valuable tools for managing our people here at the Library.

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

Appointments

Employee	Agency	Grade	Salary	Date
Lori Graham	Holland - Rehire	Step 1	\$9.0000	06/28/2021
Olivia Corner	Waterville – Rehire	Step 1	\$9.0000	06/30/3021
Raven Barrera	Waterville	Gr 1A*	\$16.3390	07/12/2021
Johnnie Betts	Holland	Gr 1A*	\$16.3390	07/12/2021
Cade Clem	King Road - Rehire	Step 2	\$9.5000	07/12/2021
Janice Dingess	Oregon	Gr 1A*	\$16.3390	07/12/2021
Matthew Klein	King Road	Gr 1A*	\$16.3390	07/12/2021
Autumn Vasquez	Mott – Rehire	Step 2	\$9.5000	07/12/2021
Kathryn Zielinski	Human Resources	Gr 1A*	\$16.3390	07/12/2021

Payroll Changes

Employee	From	To
6/18/2021	Facilities & Operations	Facilities & Operations
Diana Thomas	Custodian I	Custodian I
Equity Adjustment	Gr 1A* St 1	Gr 1A* St 2
Retro 10/07/2019	CWA FT \$31,860.98	CWA FT \$32,816.73
6/27/2021	Locke	Waterville
John Cook	Librarian II/Youth Services	Librarian II/Youth Services
Transfer	Gr 7C St 8	Gr 7C St 8
	APLE FT \$65,005.91	APLE FT \$65,005.91
6/27/2021	Reynolds Corners	Reynolds Corners
Jennifer Day	Librarian II/Adult Services	Librarian II/Adult Services
Permanent Transfer	Gr 7A St 9	Gr 7A St 9
	APLE FT \$66,760.93	APLE FT \$66,760.93
6/27/2021	Sanger	Mobile Services
Carol Del Signore	Shelver	Shelver
Transfer	Ungraded St 1	Ungraded St 1
	CWA Shelver \$11.1689 Hourly	CWA Shelver \$11.1689 Hourly
6/27/2021	Facilities & Operations	Washington
Keith Langlois	Custodian I	Custodian II
Promotion/Transfer	Gr 1A* St 3	Gr 2A* St 3
	CWA FT \$33,801.30	CWA FT \$35,694.15
6/27/2021	Point Place	Oregon
Stephanie Sherlock	Supervisor Circulation Services II	Supervisor Circulation Services III
Promotion/Transfer	Gr D St 6	Gr E St 5
	Exempt FT \$53,712.39	Exempt FT \$56,371.11
6/27/2021	Locke	Locke
Heather Weaver	Librarian I/Generalist	Librarian I/Youth Services
Classification Change &	Gr 6A St 8	Gr 6A St 8
Status Change	APLE FT \$57,637.76	APLE FT \$57,637.76
7/8/2021	Main Circulation	Main Circulation

Susan Roudebush	Assist. Manager Circulation/Materials Use	Circulation & Customer Service Coord.
Title Change	Gr G St 7	Gr G St 7
	Exempt FT \$73,227.04	Exempt FT \$73,227.04
7/11/2021	Maumee	Main Circulation
Kathryn Fletcher	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A* St 1	Gr 1A* St 1
	CWA LPT \$16,3390 Hourly	CWA FT \$31,860.98
7/11/2021	Main Circulation	Heatherdowns
Claire Murphy	Customer Service Clerk II	Customer Service Clerk II
Transfer	Gr 2A St 5	Gr 2A St 5
	CWA PT-II \$19.4195 Hourly	CWA PT-II \$19.4195 Hourly
7/11/2021	Heatherdowns	Main Circulation
Theresa Nickerson	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 3	Gr 1A* St 3
	CWA FT \$33,801.30	CWA FT \$33,801.30
7/11/2021	Reynolds Corners	King Road
Christopher Roth	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A* St 2	Gr 1A* St 2
	CWA PT-II \$16.8291 Hourly	CWA FT \$32,816.73

Separations

	Employee	Agency	Date
Clerical	Carrie Kondalski – <i>Termination</i>	Point Place	7/15/2021
Maintenance	Raymond Conners – <i>Retirement</i>	Facilities & Operations	7/31/2021

CWA Contract Addendum In September 2020, the Communication Workers of America (CWA), Local 4319 – Library Unit and the Library executed a Memorandum of Understanding to extend the existing collective bargaining agreement for an eighteen-month period. As revenue projections for the Library have become clearer, Library administration and CWA have agreed to a revised expiration date of September 23, 2021, for the extended agreement, with the intent of negotiating a successor collective bargaining agreement at that time. The Personnel Committee has reviewed the proposed amendment to the 2020 Memorandum of Understanding with CWA and recommends approval. Mrs. Odesky moved for approval, seconded by Mr. Johnson; all voted aye, motion carried.

APLE Contract Addendum In October 2020, the Association of Public Library (APLE) – TAAP – UAW- Local 5242 and the Library executed a Letter of Agreement to extend the existing collective bargaining agreement for an eighteen-month period. As revenue projections for the Library have become clearer, Library administration and APLE have agreed to a revised expiration date of October 21, 2021, for the extended agreement, with the intent of negotiating a successor collective bargaining agreement at that time. The Personnel Committee has reviewed the proposed Addendum to the October 2020 Letter of Agreement with APLE and recommends

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

Financial Report The financial reports for the month ending June 30th, 2021, were accepted by the Board as presented on motion of Mr. Johnson, seconded by Mr. Jordan; all voted aye, motion carried.

Tax Receipts June

Opening Balance	\$20,524,072.48
Real Property Tax	0.00
June Public Library Fund	\$2,021,052.48
2021 Year to Date	\$22,545,124.96

Vouchers Approved The Board approved payment of the following schedule of Vouchers for June 2021 on motion of Mr. Jordan, seconded by Mr. Salas; all voted aye, motion approved.

General Fund	\$5,607,170.75
Coronavirus Relief Fund (CRF)	0.00
Building & Repair Fund	0.00
Capital Projects Note Fund	10,897.42
Total Health Care	284,111.37
Gift Funds	5,216.97
Trust Funds	617.50
Total:	\$5,908,014.01

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$18,914,392.28
STAR @ 1.77%	16,114.39	2,029,131.11	
Huntington @ 0.20%	3,071,252.44		
June - Interest		263.77	
Ending Balance	\$3,087,366.83	\$2,029,394.88	\$17,856,420.33
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 12,224,511.62		
Building & Repair Fund	4,154,245.64		
Gift Fund	175,188.21		
Capital Projects Fund	1,302,474.86		
	\$17,856,420.33		

Trust Fund Activity Trust Fund Activity was approved on motion of Mr. Salas, seconded by Mrs. Odesky; 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

Public Book Scanner Purchase The Finance Committee met with Library administration on Tuesday, July 20th, 2021, to discuss replacing end-of-life public book scanners that are in high demand. The replacement of these scanners allows customers to scan photographs and documents and save the image to multiple locations or send it to the copier to be printed. The new scanners support text translation up to 192 languages. Library administration solicited quotes for this project and there were two bidders.

TBS	\$106,390
ScannX	\$113,524

The Finance Committee recommended the Board approve the lowest responsive bidder, TBS as well as an additional 5% (\$5,318) as a contingency to manage minor discrepancies with the order to be used at the discretion of the Fiscal Officer. Mr. Johnson moved for approval, seconded by Mrs. Odesky; all voted aye, motion carried.

Modification of 2021 Appropriation Schedule In consultation with Administration, the Finance Committee recommended the following modification to reconcile the Library’s line-item accounts:

FROM			
	Travel – Conference/Meeting	53130	\$11,200
TO			
	Taxes/Assessment	57210	\$11,200

Mr. Johnson moved for approval, seconded by Mr. Jordan; all voted aye, motion approved.

Reynolds Corners Restroom Project Final Change Order The Library has been working with Comte Construction since April to renovate the men’s and women’s public restrooms at the Reynolds Corners branch library, which were completed on time and under budget. The Building and Grounds Committee met on July 20th, 2021, with Library administration to review the following change order.

Repairs to Fountain Conduit and Power Feed	\$1,462.50
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The total value for changes is \$1,462.50. The Finance Committee recommended Board approval. Mr. Johnson moved for approval, Mr. Salas seconded; all voted aye, motion carried.

Heatherdowns and West Toledo Parking Lot Asphalt Project On Tuesday, June 29th, 2021, at noon, sealed bids were due for the Heatherdowns and West Toledo parking lot asphalt project.

The Heatherdowns parking lot and portions of the West Toledo asphalt parking lot are heavily degraded and are in need of replacement. Library administration solicited bids and there were four responsive bidders for this project.

Geddis Paving and Excavating	\$237,577
Expercon LLC	\$245,927
Schoen, Inc.	\$262,500
Henry W Bergman, Inc.	\$262,665

The Building and Grounds Committee recommended the Board approve the lowest responsive bidder, Geddis Paving and Excavating at \$237,577 as well as an additional 10% (\$23,758) to manage minor change orders that typical construction projects incur. Mr. Johnson moved for approval, seconded by Mr. Jordan; all voted aye, motion carried.

Staff Organizations Brief remarks were heard from Brooke Cox, APLE representative and Jon Henley, CWA representative.

Regular Meeting Mrs. Savage announced the next regular meeting of the Board would be on Thursday, August 26, 2021, at 8:30 a.m. at the Main Library, 325 N. Michigan St., Toledo.

Adjournment There being no further discussion to come before the Board, Mrs. Savage asked for a motion to adjourn the meeting. Motion made by Mr. Johnson, seconded by Mr. Salas; all voted aye, meeting adjourned at 8:57 a.m.

Approved by: _____
Susan Savage, President

Attested by: _____
Dennis Johnson, Secretary

Date: _____
August 26, 2021