

**Toledo Lucas County Public Library  
Minutes of Board of Trustees Meeting  
August 26, 2021  
Main Library 8:30 a.m.**

**Present** Micheal Alexander, 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 July 22, 2021, were approved on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

**Executive Director's Comments** Mr. Kucsma offered condolences to the family, friends, and coworkers of two former employees. Aerielle Hackley Williams and Anne French, two former TLCPL pages who passed away recently. There are a few exciting things to mention that will be happening over the next couple of weeks. The Teacher Connection bags that will be going out to all teachers in Lucas County public schools. These bags include a letter from Nancy Eames, Youth Services Coordinator, highlighting how the Library can help teachers, a classroom poster with TLCPL resources for students, sharpened pencils for students, and postcards with contact information to introduce the librarians at the local branch. These bags are a systematic approach for librarians to do their engagement work with the schools this year. TLCPL is the recipient of the 2021 Governor's Distinguished Hispanic Ohioan Award, Nuestra Familia. This award comes from the State of Ohio's Commission on Hispanic and Latino Affairs. Thank you to Celeste Felix Taylor for her hard work that this award honors and her work that establishes her branches as a community hub. Ohio Means Jobs has been using the workspace on the garage level. They will be using this space over the next couple of months while they transition to a new office. The work they do aligns with the Library's priorities helping with resumes and applying for jobs. TLCPL has been one of the top distributors of free COVID-19 tests in the state of Ohio. Since March the Library has distributed over 10,000 tests. In the last couple of weeks there has been an uptick in distribution as some events and travel require a negative result that customers can obtain through the test.

**Safe Child Addendum to Behavior Guidelines** At the August 24, 2021, meeting of the Community Relations and Services Committee, members discussed recommendations from Library leadership regarding guidelines around unattended children in the Library. Following the discussion, the Committee recommended making changes to the Behavior Guidelines. The following changes were recommended:

*Children and teens (ages 0-16) are welcome in Library buildings and are expected to understand and follow the Behavior Guidelines. The safety of all Library customers and their ability to use Library services without disruption is the priority of the Toledo Lucas County Public Library. Children and teens who can understand and follow the Behavior Guidelines and who can care for themselves may be in the Library unsupervised. The responsibility for the safety and behavior of children in the Library always rests with the parent or caregiver and not with the Library staff. Library staff cannot act in place of parents or caregivers.*

*Parents and/or responsible caregivers (age 13 or older) are accountable for their children's behavior while in the Library. Parents and/or responsible caregivers must remain within sight and conversational distance of their children age 4 and younger. All children and teens should have contact information for someone who can assist them in an emergency.*

These changes replace a COVID-specific requirement that children under 12 were required to be accompanied by a responsible person 16 or over.

The Committee also discussed with Library leadership making changes to the Suspension and Eviction policy. After this discussion the committee recommended the following be added:

*Youth 13 and younger may be able to continue to access Library services during their suspension with parent/guardian supervision.*

These recommendations are aligned with best practices recently adopted by public libraries in Ohio and beyond and were approved on motion of Mr. Jordan, seconded by Mrs. Odesky; all voted aye, motion carried.

**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
Cameron Adeyemi	Heatherdowns	Gr 1A*	\$16.3390	07/26/2021
Nicole Cooke	Holland	Gr 1A*	\$16.3390	07/26/2021
Anne Griner	Maumee – Rehire	Step 1	\$9.0000	07/26/2021
Samantha Heinze	Sanger – Rehire	Step 1	\$9.0000	07/26/2021
Junell Kruzel	Oregon – Rehire	Step 1	\$9.0000	07/26/2021
Hannah Mosiniak	West Toledo	Gr 1A*	\$16.3390	07/26/2021
Ambrosia Myers	Toledo Heights – Rehire	Step 1	\$9.0000	07/26/2021
Adreanna Nicholson	Sylvania	Gr 1A*	\$16.3390	07/26/2021
Michele Stellhorn	Human Resources	Gr 1A*	\$16.3390	07/26/2021
Emily Sullivan	Washington	Gr 1A*	\$16.3390	07/26/2021
Sidney Vorasane	Holland – Rehire	Step 2	\$9.5000	07/26/2021

### Payroll Changes

Employee	From	To
7/11/2021	Maumee	Kent
Kaylee Loofbourrow	Shelver	Shelver
Return to Former Position	Ungraded St 1	Ungraded St 1
	CWA Shelver \$11.1689 Hourly	CWA Shelver \$11.1689 Hourly
7/11/2021	Holland	Birmingham
Syedah Zunnoor	Shelver	Shelver
Return to Former Position	Ungraded St 1	Ungraded St 1
	CWA Shelver \$11.1689 Hourly	CWA Shelver \$11.1689 Hourly
7/18/2021	Human Resources	Maumee
Kathryn Zielinski	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
7/25/2021	Washington	Main Circulation
Sam Ponke	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 2	Gr 1A* St 2
	CWA FT \$32,816.73	CWA FT \$32,816.73
8/8/2021	Mott	West Toledo
James Dickerson	Supervisor Circulation Services I	Supervisor Circulation Services III
Promotion/Transfer	Gr C St 3	Gr E St 1
	Exempt FT \$43,908.62	Exempt FT \$47,839.36
8/8/2021	Mott	Mott
Ashley Ondrus	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1 St 5	Gr 1 St 5
	CWA LPT \$19,2471 Hourly	CWA FT \$37,531.82
8/8/2021	Human Resources	Birmingham
Michele Stellhorn	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
8/8/2021	West Toledo	Point Place
Alexis Yates	Customer Service Clerk I	Supervisor Circulation Services I
Promotion/Transfer	Gr 1A* St 5	Gr C* St 1
	CWA FT \$35,859.90	Exempt FT \$40,324.71
8/15/2021	Mott	Computers & Media
Eric Sobel	Customer Service Clerk I	Librarian I/Adult Services
Promotion/Transfer	Gr 1A* St 1	Gr 6C St 1
	CWA LPT \$16,3390 Hourly	APLE FT \$41,856.23
8/22/2021	HR - Sub	Computers & Media
Lindsey Crego	Sub Librarian I	Librarian I/Adult Services
Promotion/Transfer	Gr 8 St 1	Gr 6C St 1
	Sub Sub \$16,3551 Hourly	APLE FT \$41,856.23
8/22/2021	South	Mott
Jolynn Nalls	Supervisor Circulation Services II	Supervisor Circulation Services II
Temporary Transfer	Gr D St 7	Gr D St 7
	Exempt FT \$55,654.49	Exempt FT \$55,654.49
8/22/2021	Main Circulation	Fact & Fiction
Theresa Nickerson	Customer Service Clerk I	Clerk II
Promotion/Transfer	Gr 1A* St 3	Gr 2A* St 3
	CWA FT \$33,801.30	CWA FT \$35,694.15
8/22/2021	Mott	West Toledo
Ashley Ondrus	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1 St 5	Gr 1 St 5
	CWA FT \$37,531.82	CWA FT \$37,531.82
8/22/2021	Main Circulation	Sylvania
Catherine Romstadt	Customer Service Clerk II	Customer Service Clerk II
Transfer	Gr 2 St 7	Gr 2 St 7
	CWA FT \$41,364.39	CWA FT \$41,364.39

## Separations

	<b>Employee</b>	<b>Agency</b>	<b>Date</b>
Clerical	Morgan Kovacs	Birmingham	07/30/2021
	Alyssa Pitchford	Sylvania	08/07/2021
	Mya Jones	West Toledo	08/19/2021
Custodian	Michael Williams – <i>Termination</i>	Facilities & Operations	08/17/2021
Page	Lori Graham	Holland	08/05/2021

**Tuition and Training Expenditures** The Board approved the following travel, training, and tuition expenses on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried.

Travel & Training Expenditure

<b>Event</b>	<b>Date</b>	<b>Name</b>	<b>Amount</b>
CORE Forum	October 6-9, 2021	Meg Delaney	\$1,533.30

Tuition Expenditures

<b>School</b>	<b>Name</b>	<b>Amount</b>
University of Toledo	David Bush	\$1,383
Purdue University	Thomas Gray	\$1,975
Kent State University	Sam Ponke	\$1,500
Owens Community College	Joy Woodward	\$1,500

**Financial Report** The financial reports for the month ending July 31<sup>st</sup>, 2021, were accepted by the Board as presented on motion of Mr. Johnson, seconded by Mr. Alexander; all voted aye, motion carried.

**Tax Receipts July**

Opening Balance	\$22,545,124.96
Real Property Tax	\$1,000,000.00
July Public Library Fund	\$1,865,985.22
2021 Year to Date	\$25,411,110.18

**Vouchers Approved** The Board approved payment of the following schedule of Vouchers for July 2021 on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

General Fund	\$3,921,236.24
Coronavirus Relief Fund (CRF)	3,040.70
Building & Repair Fund	0.00
Capital Projects Note Fund	159,853.64
Total Health Care	328,883.50
Gift Funds	0.00
Trust Funds	6,117.50
Total:	\$4,419,131.58

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$17,856,420.33
STAR @ 1.77%	159,853.64	2,400,000.00	
Huntington @ 0.20%	2,721,243.22		
July - Interest		256.32	
Ending Balance	\$2,881,096.86	\$2,400,256.32	\$17,375,579.79
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$11,903,379.72		
Building & Repair Fund	4,154,299.53		
Gift Fund	175,197.68		
Capital Projects Fund	1,142,702.86		
	\$17,375,579.79		

**Trust Fund Activity** Trust Fund Activity was approved on motion of Mr. Salas, 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

**Depository Agreement Extensions** In order to maintain daily operations, the administration, in consultation with the Finance Committee is recommended that the depository agreements with PNC Bank, Huntington National Bank, and Fifth Third Bank which expire December 31, 2021, be renewed for a two-year period. The Finance Committee requested Board approval to renew the depository agreements for the period January 1, 2022, through December 31, 2023, continuing all current conditions under Chapter 135 of the Ohio Revised Code and the Library's Investment Policy. Mr. Johnson moved for approval, seconded by Mr. Jordan; all voted aye, motion carried.

**Main Library Cooling Tower Change Order** The Library has been working with Titan Mechanical since March to replace an indoor cooling tower at Main Library. The cooling tower being replaced was at the end of its useful life and is critical to ensure Main Library can maintain comfortable temperatures in warmer months. The Building and Grounds Committee met on May 25, 2021, to discuss crane safety and the anticipated costs to perform this work on Sundays.

Premium Crane Time on Sundays	\$13,280
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Mr. Alexander moved for approval, seconded by Mrs. Odesky; all voted aye, motion approved.

**Staff Organizations** Brief remarks were heard from Teresa Alvarado, APLE representative and Jon Henley, CWA representative.

**Regular Meeting, September 23, 2021, Main Library** Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, September 23, 2021, 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. Johnson; seconded by Mr. Alexander; all voted aye, meeting adjourned at 8:45 a.m.

Approved by: \_\_\_\_\_  
Susan Savage, President

Attested by: \_\_\_\_\_  
Dennis Johnson, Secretary

Date: \_\_\_\_\_  
September 23, 2021