

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
October 22, 2020
Zoom Conference Call 8:30 a.m.**

Present Micheal Alexander, 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 24, 2020 were approved on motion of Mr Salas, seconded by Mrs. Odesky; all voted aye, motion carried.

Resolution 19 – 20 honoring Elizabeth Tuohy The Board unanimously adopted a Resolution of Appreciation honoring Elizabeth Tuohy on motion of Mrs. Savage, seconded by Mrs. Odesky; all voted aye, motion carried. Ms. Tuohy has for 21 years done fantastic reader’s advisory. She has been committed to a number of day cares and schools in the area to provide literary resources and encourage students to visit the Library. Ms. Tuohy served as a Sub Semi-Professional in Human Resources, a Librarian I/Adult Services at Toledo Heights and since 2006 as a Librarian II/Generalist at Lagrange Branch.

Resolution 20 – 20 honoring Laura Voelz The Board unanimously adopted a Resolution of Appreciation honoring Laura Voelz on motion of Mrs. Savage, seconded by Mr. Salas; all voted aye, motion carried. Ms. Voelz has served the Library since 1990, first as a Librarian II/Adult services at Sanger and Locke Branches. Ms. Voelz has been a part of the Local History Department since 1999, where she has proven to be an asset. Ms. Voelz has received many spotlight awards and is known for her strong work ethic, accuracy and patience.

Executive Director’s Comments Mr. Kucsma congratulated Beth Tuohy who always gave him a warm welcome at the branch and candid feedback since he started his time here at TLCPL. Mr. Kucsma also congratulated Laura Voelz who is an exceptional librarian. Congratulations to both and a debt of gratitude for their service. There are three things to highlight today, there are quite a few items on the agenda. The PreK through 12th grade education page that has been created on the TLCPL website has material for both educators and learners. It has quick links to connect easily to materials that are needed in the hybrid learning environment. Communications and Youth Services worked hard to put this together in response to a request from Toledo Public Schools. The BIG IDEA rolled out a few weeks ago and work has begun towards equity and access training and awareness for staff at TLCPL. Testimonials staff have shared so far said that their eyes are being opened and what they are learning is extremely valuable. The Library is wrapping up its Authors! Series with a great slate of authors this year. Nikki Giovanni and Dr. Michael Roizen are part of the new model for the enhanced experience. Mr. Kucsma also wants to extend his appreciation to the bargaining and negotiation units for working on the contract extension. Their commitment to values of being collaborative and innovative as we address the need for a contract during the uncertain times is greatly appreciated.

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

Appointments

Employee	Agency	Grade	Salary	Date
None				

Payroll Changes

Employee	From	To
9/20/2020	Director's Office	Director's Office
Jason Kucsma	Executive Director/Fiscal Officer	Executive Director/Fiscal Officer
Restored to regular pay	Unclassified	Unclassified
	Exempt FT \$151,999.97	Exempt FT \$190,000.00
10/4/2020	Sylvania	West Toledo
Amber Bertram	Librarian II/Adult Services	Librarian II/Adult Services
Temporary Transfer	Gr 7B St 8	Gr 7B St 8
	APLE FT \$65,005.91	APLE FT \$65,005.91
10/4/2020	Sylvania	Sanger
Carol Del Signore	Shelver	Shelver
Temporary Transfer	Ungraded St 1	Ungraded St 1
	CWA Shelver \$11.1689 Hourly	CWA Shelver \$11.1689 Hourly
10/4/2020	Sanger	Maumee
Kaylee Loofbourrow	Shelver	Shelver
Temporary Transfer	Ungraded St 1	Ungraded St 1
	CWA Shelver \$11.1689 Hourly	CWA Shelver \$11.1689 Hourly
10/4/2020	Lagrange	Lagrange
Katherine Midgley	Manager/Librarian V	Manager/Librarian V
Missed Increment	Gr H St 5	Gr H St 6
Retro 9/20/2020	Exempt FT \$73,643.40	Exempt FT \$76,394.60
10/4/2020	West Toledo	Toledo Heights
Ryan Rigaux	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
10/4/2020	Oregon	Holland
Syedah Zunnoor	Shelver	Shelver
Temporary Transfer	Ungraded St 1	Ungraded St 1

	CWA Shelver \$11.1689 Hourly	CWA Shelver \$11.1689 Hourly
10/18/2020	Mott	Computers & Media
Unique Britton	Librarian I/Adult Services	Librarian I/Adult Services
Temporary Transfer	Gr 6A St 9	Gr 6A St 9
	APLE FT \$59,193.50	APLE FT \$59,193.50
10/18/2020	Holland	Reynolds Corners
Karen Herren	Shelver	Shelver
Temporary Transfer	Ungraded St 1	Ungraded St 1
	CWA Shelver \$11.1689 Hourly	CWA Shelver \$11.1689 Hourly

Separations

	Employee	Agency	Date
Clerical	Hannah Whitmore	Oregon	10/17/2020
Custodian	Elizabeth Pohlman	Facilities & Operations	10/15/2020
Librarian	Laura Voelz – <i>Retirement</i>	Local History & Genealogy	10/31/2020
	Martin Shriner – <i>Retirement</i>	Computers & Media	11/13/2020
	Elizabeth Tuohy – <i>Retirement</i>	Lagrange	11/18/2020
Maintenance	Jeffery Kutcher	Facilities & Operations	10/14/2020
Shelver	Ann French – <i>Retro 09/11/2020</i>	Reynolds Corners	09/20/2020

Reputation, Brand and Social Media Policy Consistent with other public library employers in the state of Ohio and growing on-line technological communication platforms, the Library submits for Board approval the Reputation, Brand and Social Media Policy which provides Library employees a clear understanding of how to best protect the reputation and Library brand while engaging in on-line and social media activity. Policy was approved on motion of Mrs. Odesky; seconded by Mr. Salas, all voted aye, motion carried.

APLE Collective Bargaining Agreement Extension The ongoing coronavirus pandemic has created difficulties in negotiating a new bargaining agreement with the Association of Public Library Employees – TAAP-UAW-Local 5242. With APLE’s collective bargaining agreement expiring on October 21, 2020, the Library and APLE have reached a preliminary agreement to extend the existing agreement for a period of eighteen months, subject to terms and condition, Board approval, and full APLE membership approval scheduled for Friday, October 23rd. The Personnel Committee has reviewed the terms and conditions as provided within your Board packets and brings 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. Alexander; all voted aye, motion carried.

Financial Reports The financial reports for the month ending September 30th, 2020 were accepted by the Board as presented on motion of Mr. Salas, seconded by Mrs. Odesky; all voted aye, motion carried.

Tax Receipts September

Opening Balance	\$36,486,390.85
Real Property Tax	\$1,237,289.20
Public Library Fund	\$1,558,769.80
2020 Year to Date	\$39,282,449.85

Vouchers Approved The Board approved payment of the following Schedules of Vouchers for September 2020 on motion of Mr. Salas, seconded by Mrs. Odesky; all voted aye, motion carried.

General Fund	\$2,153,453.68
BWC Workplace Wellness Fund	0.00
LSTA Migrant Farmworker Fund	0.00
LSTA Conservation Fund	0.00
Coronavirus Relief Fund	18,983.11
Building & Repair Fund	0.00
Capital Projects Note Fund	33,541.11
Total Health Care	397,706.85
Gift Funds	0.00
Trust Funds	928.45
Total:	\$2,604,613.20

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

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$21,022,438.73
STAR @ 1.77%	0.00		
Huntington @ 0.20%	5,151,938.44	2,400,000.00	
August - Interest		536.69	
Ending Balance	\$5,151,938.44	\$2,400,536.69	\$18,271,036.98

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
September Activity	150,000.00		
Ending Balance	\$150,000.00	\$0.00	\$5000,000.00

Resolution 21 - 20 Requesting Tax Funds for Operating Purposes in 2021 Based on the official estimate received September 14, 2020 from the County Auditor listing estimated tax receipts of \$27,000,000.00 as income from the one 3.70-mill operating levy, the following Resolution requesting tax funds for operating purposes in 2021 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, \$27,000,000.00 outside the 10 mill limitation, and be it further

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

Resolution 22-20 Requesting the Advance of Tax Funds for Operating Purposes in 2021

Based on the official estimate received from the County Auditor listing estimated tax receipts of \$14,645,108 (estimate from 2020) from the Public Library Fund, and \$27,000,000 as income from the 3.70 mill operating levy, the following Resolution requesting tax funds for operating purposes in 2021 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.

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.

Approval of Holiday Closings Library Administration is requesting Board approval of the Library's holiday schedule for the upcoming Christmas and New Year's holidays and recommends closing the Library on Saturday, December 26, 2020 and Saturday, January 2, 2021. Board approves on motion of Mr. Salas, seconded by Mrs. Odesky; all voted aye, motion carried.

Staff Organizations Brief remarks were heard from Brooke Cox, APLE Representative and Harry Johnston, CWA Representative

Regular Meeting, November 19th, 2020, Main Library Mrs. Savage announced that the next regular meeting of the Board will be on Thursday, November 19, 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. Alexander, seconded by Mr. Salas; all voted aye, meeting adjourned at 9:09 a.m.

Approved by: _____
Susan Savage, President

Attested by: _____
Dennis Johnson, Secretary

Date: _____
November 19, 2020