

**The Twinsburg Public Library  
Board of Trustees Regular Meeting  
April 20, 2022  
Bissell Local History Room - 6:00 p.m.**

**Members Present:** President Holly Toth, Vice President Mark Durbin, Secretary Suzanne Hawthorne-Clay, Mary Johnson , Sam Taylor, Matt Cellura and Walter Hoffmann.

**Members Absent:** None

**Also Present:** Director Laura Leonard and Administrative Assistant Jill Liepins

**Call to Order:** President Holly Toth called the meeting to order at 6:02 p.m.

**Minutes of Last Meeting:** Mark Durbin moved to approve the March 16, 2022 regular meeting minutes as amended. Mary Johnson seconded the motion. The motion was approved unanimously.

**Correspondence:** None

**Remonstrance:** None

**President's Report:** None

**Fiscal Officer's Report:** The Board reviewed the March 2022 Financial Report. The balances for the February report are:

General Fund	1,175,037.62
Friends Fund	29,885.90
Coronavirus Relief Fund	0
Building and Repair Fund	436,786.73
Technology Fund	73,886.01
<b>Total All Funds</b>	<b><u>1,715,596.26</u></b>

**Sam Taylor moved** to approve the March 2022 Financial Report. Matt Cellura seconded the motion. A roll call vote was taken:

Roll Call:      Matt Cellura – yes                      Mary Johnson – yes  
                     Mark Durbin – yes                         Sam Taylor – yes  
                     Suzanne Hawthorne-Clay – yes      Holly Toth – yes  
                     Walter Hoffmann – yes  
                     The motion was approved unanimously by roll call vote.

**Director's Report:** Area Managers' reports included in packet.

**Laura Leonard Reported:**

- Presented financial reports. Most of March and early April spent working on Fiscal Office responsibilities.
- Was able to visit Farber to see the bookmobile while at Legislative Day. Hope to be delivered some time end of April, beginning of May.
- A position for Outreach Services/Special Projects Coordinator has been posted.
- Betsy Lantz met with the management team on March 17<sup>th</sup> and 31<sup>st</sup> to work on objectives and action items for the Strategic Plan.
- Maria Pioske and Tracey Johnston will be leaving Youth Services. Will post the opening for Maria's position soon. Rebecca Lindsey will join the team as the new YS Clerk and Kaitlyn Hazelton will join as a YS Associate. Tracey Johnston's responsibilities will be split between Kaitlyn Hazelton and Kaitlin Walker. Sean Volkens and Jennifer Ritch have been hired as Circulation Clerks.

**Committee Reports:**

**Building and Grounds:** None

**Personnel:**

Suzanne Hawthorne-Clay Reported:

- Have narrowed down 7 applicants for the Fiscal Officer position. Will conduct first round interviews on Friday, May 13, 2022 between 12:00-7:00 pm.

**Finance:**

- Tax Budget Meeting Tuesday, May 17, 2022 at 7:00 pm.

**Friends of the Library:** None

**Library Foundation:**

- Next meeting April 26, 2022 at 7:00 pm.

**Unfinished Business:**

- Records Commission Meeting Wednesday, May 18, 2022 at 5:50 pm, prior to the regular board meeting.

**New Business:** None

**CONSENT AGENDA:**

**A consent agenda of 3 items was presented to the Board:**

**Motion to move \$40,000 from unanticipated *emergencies 101.0.58900 to 101.0.51110* Administrative salaries for the purpose of hiring an Outreach/Special Projects Coordinator; and for movement to other salary categories due to potential increase to health and insurance costs or staffing salary adjustments. (Appropriations transfer)**

**Motion to move \$10,000 from unanticipated emergencies *101.0.58900 to 101.0.54100* Books Admin for purchases of materials for bookmobile. (Appropriations Transfer)**

**Motion to move \$ 3000 from 110.0.55500 (Friends Fund) Furniture and Equipment Administration to 110.2.53000 Professional Services Youth Services. (Appropriations Transfer)**

**Matt Cellura moved** to approve all consent agenda items as read. Mary Johnson seconded the motion. After discussion, a roll call vote was taken:

Roll Call:	Matt Cellura – yes	Mary Johnson – yes
	Mark Durbin – yes	Sam Taylor – yes
	Suzanne Hawthorne-Clay – yes	Holly Toth – yes
	Walter Hoffmann – yes	

Consent agenda passed unanimously by roll call vote.

**Mary Johnson moved** to adjourn at 7:03 p.m. Matt Cellura seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday May 18, 2022 at 6 p.m. in the Bissell Local History Room.

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President

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Secretary

Mailing/Handouts: April 20, 2022 Meeting Agenda; March 16, 2022 Meeting Minutes; Financial Reports as of March 31, 2022; March 2022 Director’s Report; Department Managers’ Report; March 2022 Circulation Statistics