

**The Twinsburg Public Library
Board of Trustees Regular Meeting
September 21, 2022
Bissell Local History Room - 6:00 p.m.**

Members Present: President Holly Toth, Vice President Mark Durbin, Secretary Suzanne Hawthorne-Clay, Walter Hoffmann (6:21), Mary Johnson, and Sam Taylor

Members Absent: Matt Cellura

Also Present: Director Laura Leonard, Fiscal Officer Kile Byington, and Administrative Assistant Jill Liepins.

Call to Order: President Holly Toth called the meeting to order at 6:00 p.m.

Minutes of Last Meeting: Mark Durbin moved to approve the August 17, 2022 regular meeting minutes as mailed. Mary Johnson seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: Laura Leonard introduced Jasmine Jones, ALIS Associate.

President's Report: None

Fiscal Officer's Report: The Board reviewed the August 2022 Financial Report. The balances for August are:

General Fund	1,549,228.42
Friends Fund	20,971.96
Coronavirus Relief Fund	0
Building and Repair Fund	398,381.23
Technology Fund	74,277.43
Total All Funds	<u>2,042,859.04</u>

Sam Taylor moved to approve the August 2022 Financial Report. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken:

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

The motion was approved unanimously by roll call vote.

Kile Byington Reported:

- PLF for August is up 8% from August 2021.
- Administrative Team has received appropriation and expenditure information to help prepare for 2023 budgets.
- Reviewing State Salary Survey and researching comparable libraries job openings and wages.
- Will attend Ohio Library Council meeting on October 17, 2022 in Akron.

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

Laura Leonard Reported:

- Attended the Tiger Tailgate with Phoeby on the Bookmobile September 2nd. There were games for children and information about the Bookmobile and Amnesty Month for parents. VMS was able to fit the wrapping into their schedule to be completed before the Rollout on October 7th, 4:00 – 7:00 pm.
- A patron found a bag of pills by the parking lot. The Twinsburg Police came and had the contents tested. The bag of 79 capsules contained heroin and MDMA (Ecstasy). The police department is keeping an eye on the parking lot. They have no evidence of the owner.
- There was a complaint on social media about a dip in the driveway that connects the Library parking lot to the schools. We are looking into having it repaired. There was also a break in the water line of the irrigation system near the Drive-up Window. Mike is waiting for quotes to have that fixed as well.
- We have updated our Circulation Policy to include fine free language. There is a motion to accept the updated policy in the consent agenda.
- Jodie and I met with Erica from GuideStudio to discuss objectives from our strategic plan. They specialize in brand building. We are looking into other options as well.
- Need a Request for Qualifications for professional design services in order to move forward with the rearrangement of the ALIS department.
- Alex O'Sullivan and Ashley Sroka took the Bookmobile to an event at SS. Cosmas and Damian Church to hand out information about our Library of Things.

Committee Reports:

Building and Grounds:

Laura Leonard Reported:

- Discussed details from meeting on August 19th. There is approximately \$1.5 million available for capital expenditures. Some priorities for the upcoming 2 years will be:
 - Replacing emergency exit doors and frames
 - ADA accessible bathroom upgrades near Bissell History Room
 - French doors
 - Drive-up window
 - Air curtain at front entrance
- There are also several projects that should be completed by the end of 2022.

Personnel: Will meet in Executive Session at the conclusion of regular business.

Finance: Will schedule a time to meet in October.

Friends of the Library:

Mary Johnson Reported:

- Tabby met with Phoeby Trask to discuss foreign language books and the needs of the community.

Library Foundation: Allison Chance has joined the board of the Foundation.

New Business:

- Third Quarter staff appreciation will be used for lunch on staff training day.
- Trustee Council Meeting is tentatively October 13, 2022 at 7:00 pm. Sam Taylor and Kile Byington will attend.

CONSENT AGENDA:

A consent agenda of 4 items was presented to the board.

Motion to recommend that Mary Johnson be reappointed as Trustee of the Twinsburg Public Library for a term of 7 years commencing January 1, 2023 and ending December 31, 2029.

Motion to accept the updated Twinsburg Public Library Circulation Policy.

Motion to dispose of surplus equipment no longer needed as presented in the attachment.

Motion to approve the 3rd quarter staff appreciation at a cost not to exceed \$500.

Sam Taylor moved to approve all consent agenda items as read. Mary Johnson seconded the motion. A roll call vote was taken:

Roll Call:	Matt Cellura – absent	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.

Walter Hoffmann moved to convene an Executive Session to discuss the evaluation and compensation of the Director at 6:58 pm. Mary Johnson seconded the motion. A roll call vote was taken.

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

Motion approved unanimously by roll call vote.

Sam Taylor moved to come out of Executive Session at 7:13 pm. Mary Johnson seconded the motion. A roll call vote was taken.

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

Motion approved unanimously by roll call vote.

Sam Taylor moved to reconvene the regular meeting at 7:14 pm. Walter Hoffmann seconded the motion. The motion was approved unanimously.

Mary Johnson moved to adjourn at 7:15 p.m. Holly Toth seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday October 19, 2022 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: September 21, 2022 Meeting Agenda; August 17, 2022 Meeting Minutes; Financial Reports as of August 31, 2022; August 2022 Director’s Report; Department Managers’ Report; August 2022 Circulation Statistics.