

**The Twinsburg Public Library
Board of Trustees Meeting
October 18, 2023
Bissell Local History Room - 6:00 p.m.**

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

Members Absent: Mary Johnson and Sam Taylor

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

Call to Order: President Mark Durbin called the meeting to order at 6:00 p.m.

Minutes of Last Meeting: Suzanne Hawthorne-Clay moved to approve the September 20, 2023 regular meeting minutes as mailed. Walter Hoffmann seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: Laura Leonard introduced Marco Ciccarelli from StudioTechne. Mr. Ciccarelli presented to the board the preliminary drawings on the proposed renovation project. His presentation included visuals describing how several areas of Adult Reference will be rearranged, added, and removed in the Library. The Board asked questions and made suggestions and now have the opportunity to review this proposal in more detail.

President's Report: Mark Durbin reminded everyone to purchase their Foundation Experience tickets.

Fiscal Officer's Report: The Board reviewed the September 2023 Financial Report. The balances for the September report are:

General Fund	2,067,854.00
Friends Fund	18,232.19
Coronavirus Relief Fund	0
Building and Repair Fund	600,452.58
Technology Fund	64,869.47
Total All Funds	<u>2,751,408.24</u>

Matt Cellura moved to approve the August 2023 Financial Report. Walter Hoffmann seconded the motion. A roll call vote was taken:

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

The motion was approved unanimously by roll call vote.

Kile Byington Reported:

- As of the end of September, we are 2.7% above expected PLF revenue.
- Restructuring accounting lines in our accounting system for 2024.
- Presented General Fund appropriation estimates for 2024. Will plan to meet with the Finance Committee to finalize.
- Thanked Laura, Cari and planning staff for Staff Training Day on October 9th.
- Attending Auditor of State sponsored Economic Development Conference in Columbus on October 26th.

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

Laura Leonard Reported:

- Reviewed and discussed the proposed ALIS renovation project with a presentation from Marco Cicarelli with StudioTechne.
- Still waiting on quotes for the server and security camera in the back of the parking lot.
- Julie Strok and Patick Foley have resigned from the Library.
- Staff Training Day focused on communication and active listening. Cari and the Public Services managers will discuss the results of the communication services that was sent to all staff members.
- The Foundation had stone pillars installed for signage in the Reading Garden and Percy Lilac Memorial. They have reached out to us for projects to help with. The digital sign in front of the Library needs to be replaced. Jodie and Kevin are working on quotes and suggestions from vendors.
- The Library will be closed to the public. Friday, April 26, 2024 for the setup of the Foundation;s mini golf event so as not disrupt visitors. It will be a regular staff workday.
- Will sign a contract with a new cleaning company beginning in January. Kile and I met with the owners of CleanNet and am confident with this change.

Cari Dubiel Reported:

- Updated and loaded all reviews for public services in Paylocity. Also worked on the recruiting module so that current job descriptions will be used when we begin to use this recruiting tool for job openings.
- Met with different vendors regarding book leasing options for next year.
- Met with Laura and Marco from StudioTechne about the ALIS project.
- The Palace Project grant ends in November. The response was not what we hoped for but did provide valuable information about user behavior regarding e-books and their apps.

Committee Reports:

Building and Grounds: None

Personnel: Suzanne Hawthorne-Clay reported: Will meet with Director and Fiscal Officer on Monday, October 23, 2023 at 8:00 am to discuss their performance reviews.

Finance: None

Friends of the Library: Laura Leonard reported: Will host an open house to the public for National Friends of the Library week on October 19, 2023 5:00 – 7:00 pm. Next meeting is October 25th. Refreshments will be provided.

Library Foundation: Suzanne Hawthorne-Clay reported: 68 tickets have been sold for Foundation Experience. Next meeting is November 6, 2023.

Unfinished Business: The Board is in the process of reviewing the updated Collection Development policy draft which will be on the agenda for approval in November or December. Laura Leonard presented a status update on the 2023-2025 Strategic Plan.

New Business: None

MOTIONS:

A consent agenda of 2 item was presented to the Board:

Motion to dispose of surplus equipment/furniture no longer needed as presented.

Motion to allow the Director to enter into a janitorial contract with CleanNet USA for \$46,500 commencing January 1, 2024 through December 31, 2024.

Suzanne Hawthorne-Clay moved to approve all consent agenda items as read. Holly Toth seconded the motion. A roll call vote was taken:

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

Consent agenda passed by a roll call vote.

Holly Toth moved to adjourn at 7:30 p.m. Suzanne-Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday November 15, 2023, at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: October 18, 2023 Meeting Agenda; September 20, 2023 Meeting Minutes; Financial Reports as of September 30, 2023; September Director’s Report; Assistant Director’s Report; Department Managers’ Report; Circulation Statistics; Studio Techne preliminary design drawings; Asset Disposal List, Strategic Plan status update.