

**The Twinsburg Public Library  
Board of Trustees Meeting  
December 20, 2023  
Bissell Local History Room – 5:30 p.m.**

**Members Present:** President Mark Durbin, Vice President Suzanne Hawthorne-Clay (6:03), Secretary Matt Cellura, Walter Hoffmann, Mary Johnson, Sam Taylor, and Holly Toth.

**Members Absent:** None

**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 5:31 p.m.

**Minutes of Last Meeting:** Mary Johnson moved to approve the November 15, 2023 regular meeting minutes as mailed. Matt Cellura seconded the motion. The motion was approved unanimously.

**Items to Late for the Agenda:** An anonymous donation of \$2,000 was made on December 20, 2023 to be accepted as a separate motion at the end of this meeting.

**Correspondence:** None

**Remonstrance:** None

**President’s Report:** A get together, including a presentation on library history, with members of the three boards has been tentatively scheduled for February 27, 2024.

**Fiscal Officer’s Report:** The Board reviewed the November 2023 Financial Report. The balances for the November report are:

General Fund	1,762,388.20
Friends Fund	20,694.51
Coronavirus Relief Fund	0
Building and Repair Fund	590,802.80
Technology Fund	65,473.89
<b>Total All Funds</b>	<b><u>2,439,359.40</u></b>

**Sam Taylor moved** to approve the November 2023 Financial Report. Holly Toth 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 – absent	Holly Toth – yes
	Walter Hoffmann – yes	

The motion was approved unanimously by roll call vote.

**Kile Byington Reported:**

- December PLF came in 3.5% above estimates, which puts us at about 3.3% over budget for the year.
- Per legal counsel, we requested, and StudioTechne agree, to cancel our contract with StudioTechne as their cost exceeds what we are legally able to do without doing a formal request for qualifications (RFQ). This has been posted and all firms have until January 5, 2024 to submit their RFQ to the Library.
- Presented insurance documents for 2024. Suggests increasing our cyber coverage for liability to \$500,000. This will cover things like data breaches, ransomware attacks, media liability, and breach mitigation.

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

**Laura Leonard Reported:**

- Kaitlin Walker, previous Children's Associate, has accepted the Bookmobile Associate position. We are currently interviewing for someone to take her place in Children's Services. Bonnie Berg-Simmons will oversee programming now. Kaitlyn Hazelton has resigned and Rachel Beaty has been hired to fill her position. Darla Woods has also been hired in the Children's Department as a part-time Associate.
- The final draft of the collection development policy will be in the consent agenda for approval.
- Forty new security cameras have been installed. Working on a new security camera policy and patron confidentiality policy. Will present it to the board for approval when complete.
- The fobs for the staff door have been given to employees. Swiping in will disarm the fire alarm but it will have to be manually armed with staff codes when leaving the building at night. Fobs were given to board members.
- CleanNet will begin January 2<sup>nd</sup> as our new cleaning company.
- Staff and patrons are happy with the new meeting room tables and chairs. Dodge Intermediate School is taking our previous tables and chairs after the school board accepts the donation.
- The official RFQ for the interior project will be published on December 14th and due by January 5, 2024. As of tonight's board meeting, we have 5 architectural firms that have responded and are waiting for them to submit their statements.

**Cari Dubiel Reported:**

- Continue to finalize my reviews. All staff reviews have been completed by managers.
- Interviewing for Children's Associate position. All others positions have been filled.
- Attended the year end review with Melissa Tallis for Collection HQ. Our statistics are much higher than peer libraries nationwide. Presented comparison chart.

**Committee Reports:**

**Building and Grounds:** None

**Personnel:** None

**Finance:** None

**Friends of the Library:** Mary Johnson reported: Looking to fill several board positions. Next meeting is January 24, 2024.

**Library Foundation:** Suzanne Hawthorne-Clay reported: Foundation Experience was another huge success with a profit of almost \$7,000 (almost \$2,000 more than last year). The 2024 Experience will be on November 14, 2024. Lauri Doxsey, former Friends President, will join the Foundation. Meetings will now take place on Mondays at 6:30pm. Looking into the possibility of a Legacy Wall for the Foundation. The secretary position is open currently. The annual meeting will take place January 8, 2024 at 6:30 pm.

**Unfinished Business:** None

**New Business:** None

**MOTIONS:**

**A consent agenda of 6 items was presented to the Board:**

**Matt Cellura motioned** to remove Consent Agenda item C to be approved on its own. Matt Cellura seconded the motion. Motion approved by voice vote.

**Motion to approve obtaining bonds for the Fiscal Officer and Deputy Fiscal Officer in the amount of \$100,000.00 each from the Edward H. Sutton Insurance Agency Inc. for the period of January 1, 2024 through December 31, 2024.**

**Motion to approve obtaining liability coverage for Blanket Notary Errors and Omissions Policy in the amount of \$25,000.00 per claim from Edward H. Sutton Insurance Agency Inc. for the period of January 1, 2024 through December 31, 2024.**

**Motion to accept the current version of the Collection Development Policy.**

**Motion to approve the disposal of assets as listed.**

**Motion to accept a donation of \$800 from Robert Voytas for staff appreciation.**

**Matt Cellura moved** to accept the consent agenda items as read. Mary Johnson 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.

**Sam Taylor moved** to accept the liability insurance renewal with the amended cyber coverage limit to \$500,000 at a total cost of \$16,059 for the coverage period of January 1, 2024 – December 31, 2023. Walter Hoffmann 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.

**Mary Johnson moved to accept a \$2,000** anonymous restricted donation for Children’s Services. Holly Toth seconded the motion. A roll call vote was taken.

Roll Call:	Matt Cellura – abstain	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.

**Mary Johnson moved** to adjourn at 6:16 p.m. Walt Hoffmann seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday January 17, 2024, at 6:00 p.m. in the Bissell Local History Room.

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President

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Secretary

Mailing/Handouts: December 20, 2023 Meeting Agenda; November 15, 2023 Meeting Minutes; Financial Reports as of November 30, 2023; October Director’s Report; Assistant Director’s Report; Department Managers’ Report; Circulation Statistics