

Twinsburg Public Library  
Board of Trustees Meeting  
February 21, 2024, 6:00pm



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

**Absent:** President Mark Durbin, Walter Hoffmann

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

**Call to Order:** Vice President Suzanne Hawthorne-Clay called the meeting to order at 6:00 p.m.

**Minutes of Last Meeting:** Mary Johnson moved to approve the January 17, 2024, regular meeting minutes. Matt Cellura seconded the motion. The motion was approved.

**Audience Participation:** Lean Nolan and Katelynn Held, Children’s Services Associates, were introduced.

**President’s Report:** No Report

**Fiscal Officer Kile Byington Reported:**

- PLF for February about 2.95% under estimate.
- Charles Harris and Associates will perform a full audit beginning March 1<sup>st</sup>. They will be here that day and off site the remaining time.
- Attending Auditor of State’s Annual Government Officials Conference March 26-28<sup>th</sup>.
- Participating in Leadership Ohio, a leadership development program that provides knowledge and awareness that can be used for statewide solutions. There are two-day sessions (Fridays and Saturdays), once a month, from April until November.
- Will begin assessing the Building and Grounds fund and appraisal report to determine immediate building priorities vs other capital projects.

**January 2024 Fund Balances**

General Fund	1,115,131.26
Friends Fund	22,317.13
Building and Repair Fund	865,371.60
Technology Fund	79,810.49
<b>Total All Funds</b>	<b><u>2,082,630.48</u></b>

**Sam Taylor moved to approve the January 2024 Financial Report. Matt Cellura seconded the motion. A roll call vote was taken and passed:**

Yes: Mr. Cellura, Dr. Hawthorne-Clay, Mrs. Johnson, Dr. Taylor, Mrs. Toth

Absent: Mr. Durbin, Mr. Hoffmann

**Director, Laura Leonard Reported:**

- Brittany Iskander (Children’s Svcs), Jasmine McNair (ALIS), and Mags Granger (Page) have resigned.
- The new Tween desk has been installed.
- Jimmy Cucuzza did a great job keeping our technology running well while Kevin was out. He also helped Mike with building projects and helped a patron with technology questions.
- A patron that was previously banned from the Library in 2019 returned on February 7<sup>th</sup>. He was able to leave the building before he was recognized and police could be notified. In review of security

footage, besides trespassing, he was seen engaged in indecent exposure. He was arrested for violating his terms of parole.

- Still coordinating summer food programs. The Children's Hunger Alliance is considering donating 75-100 lunches per week for us to deliver. Hope to have a plan in place by April.
- Staff Training will be October 14, 2024, at the TwinHaven hall. Staff and community members will take part in a poverty simulation along with training on confrontation and harassment and a presentation of benefits provided by ODJFS.
- Will attend The Public Library Association (PLA) conference in Columbus on April 4<sup>th</sup>.
- The Library will have a table at the Exploration Fair on March 6<sup>th</sup> and the Community Expo on March 9<sup>th</sup>.

#### **Cari Dubiel Reported:**

- Katelynn Held has been hired as a Children's Associate and Emily Warren as an ALIS Associate.
- Projects: New Sirsi training has been beneficial for new public services staff. Continuing to work on the new staff intranet. Attending JEDI (Justice, Equity, Diversion & Inclusion) Committee meetings at the Twinsburg City Hall. Working on state statistics report.
- Shoutout to Heidi Brown-Beuck who has been working diligently with selectors to help them navigate the new ordering process. She also continues to work on the very popular Take-It, Make-It kits.
- Kaitlin Walker has continuously improved Bookmobile stop attendance. She has more than doubled the participants at Pinewood Gardens and Reminderville. The seniors at Glenwood Square and Senior Apartments are also happy with the extra services, such as computer classes and small group tutoring, we have been providing.

#### **Committee Reports:**

**Building and Grounds:** No Report

**Personnel:** No Report

**Finance:** No Report

**Friends of the Library:** Mary Johnson reported: Still looking for VP and Publicity board members. Next meeting is April 24<sup>th</sup>.

**Library Foundation:** Suzanne Hawthorne-Clay reported: Foundation meets the second Monday of every month at 6:30 pm. Updated bylaws have been approved. Looking into having a Legacy Wall for donors. Considering a fund raiser with City BBQ where 20% of sales on a set date would be given to the Foundation. Preparing for Mini Golf (4/26-27) and Experience (11/14) events.

**Unfinished Business:** Reminder that the Tri-Board meeting will be on February 27<sup>th</sup> at 6:30 pm in Meeting Room #1 between the Board of Trustees, Friends, and Foundation with a brief history of Twinsburg being presented by Bonnie Williams and Rich Bissell.

**New Business: Matt Cellura moved** to add to the consent agenda a motion to allow Kile Byington to be reimbursed for travel expenses related to Leadership Ohio training not to exceed \$2,500. Mary Johnson seconded the motion. A roll call vote was taken and passed.

Yes: Mr. Cellura, Dr. Hawthorne-Clay, Mrs. Johnson, Dr. Taylor, Mrs. Toth

Absent: Mr. Durbin, Mr. Hoffmann

**CONSENT AGENDA:**

A consent agenda of 3 resolutions was presented to the Board:

- 2024-06 Motion to dispose of surplus equipment/furniture no longer needed as presented.
- 2024-07 Motion to approve the Digital Video Surveillance Policy as presented.
- 2024-08 Motion to allow Kile Byington to be reimbursed for travel expenses related to Leadership Ohio training not to exceed \$2,500.

**Matt Cellura moved, Sam Taylor seconded.** A roll call vote was taken and passed:

Yes: Mr. Cellura, Dr. Hawthorne-Clay, Mrs. Johnson, Dr. Taylor, Mrs. Toth

Absent: Mr. Durbin, Mr. Hoffmann

**Mary Johnson moved** to adjourn at 6:50 p.m. Holly Toth seconded. The motion was approved.

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President

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Secretary

The next meeting is scheduled for Wednesday March 20, 2024, at 6:00 p.m.  
in the Bissell Local History Room.