

**The Twinsburg Public Library
Board of Trustees Meeting
July 19, 2023
Bissell Local History Room - 6:00 p.m.**

Members Present: President Mark Durbin, Vice President Suzanne Hawthorne-Clay, 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 6:00 p.m.

Minutes of Last Meeting: Sam Taylor moved to approve the June 21, 2023 regular meeting minutes as mailed. Matt Cellura seconded the motion. The motion was approved unanimously with the exception of Mark Durbin, Walter Hoffmann and Mary Johnson, who abstained since they were not at the June 21, 2023 meeting.

Correspondence: None

Remonstrance: None

President's Report: Thanked Suzanne Hawthorne-Clay for running last month's meeting.

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

General Fund	1,486,459.27
Friends Fund	18,905.34
Coronavirus Relief Fund	0
Building and Repair Fund	687,940.64
Technology Fund	63,988.97
Total All Funds	<u>2,257,294.22</u>

Matt Cellura moved to approve the June 2023 Financial Report. 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.

Kile Byington Reported:

- First half of year ended with over 51% of PLF revenue received.

- Several staff members' first direct deposits with Paylocity did not show up in their bank accounts. They were all with the same bank. The issue was when the account numbers were transferred to Paylocity, a zero for the first number was dropped and the account numbers were incorrect. The issue has been resolved.
- Governor DeWine signed state budget including the PLF at 1.7% into permanent law. Previously, it was 1.66%.
- Provided and discussed current year's appropriations and expenditures compared to 2022.

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

Laura Leonard Reported:

- Shelving for the Tween department has been ordered.
- Dave Cardwell from Lighting Dynamics discussed lighting issues in the Tween and part of the Children's area. He had suggestions on how to improve lighting in these areas. He was recommended by Studio Techne.
- Working with Lisa Wolf from Inspire Workplace Interiors on furniture as we transition into some of the new concepts from Studio Techne.
- Will review possibilities for sheltering the Bookmobile with Mike Dixon and the Building and Grounds Committee once the French doors and key fob projects are complete.
- The Teen summer play, *The Princess and the Princess*, is scheduled for July 19th at 6:30 pm and July 21st at 1:00 pm.
- Personnel updates: Melissa Tallis has accepted the Children Services Manager and will begin August 21st. Jess Poling has been hired as a Library Associate in ALIS. Lance Koehnen was hired as a Page and Karen Brooks has resigned.

Cari Dubiel Reported:

- Focusing on finalizing new hires and staff training on Paylocity.
- There have been some concerns from the public about the Library's balance of materials regarding progressive and conservative literature selection. Reviewed our current policy with Laura Leonard in preparation for drafting a new one.
- Presented data from CLEVNET's analytics software on collections methodology as well as a report from Lori Holmes, Manager of ALIS, on selection guidelines and resources.

Committee Reports:

Building and Grounds: None

Personnel: Suzanne Hawthorne-Clay reported: Met July 18, 2023 and created a draft of the Library Director job description. Review feedback for the Fiscal Officer and Director will be sent out July 20, 2023.

Finance: None

Friends of the Library: Mary Johnson reported: Currently have 226 members. individuals can now go to Friends website, www.twinsburglibrary.org/friends, to join or donate; will work with the Garden Club to host a seed sharing library at the Friends Shop; auctioning of the old card catalog ends June 21st. Next meeting is Wednesday, August 23, 2023.

Library Foundation: Laura Leonard reported: The Foundation has created their own website, www.foundationoftpl.org, that has current information and allows visitors to donate online. The Foundation intends to host the minigolf event on April 26 and 27, 2024. Laura will be working with them to avoid the issues of the disruptions of patrons.

Unfinished Business: None

New Business: None

MOTIONS:

A consent agenda of 1 item was presented to the Board:

Motion to move \$5,000 from appropriations 58000-58999: Contingency to appropriations 57000-57999: Other in anticipation of grant revenue and appropriation for PLA Digital Literacy Grant.

Matt Cellura moved to approve all consent agenda items as read. Suzanne Hawthorne-Clay 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	

Consent agenda passed by a roll call vote.

Mary Johnson moved to adjourn at 6:56 p.m. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday August 16, 2023 at 6 p.m. in the Bissell Local History Room.

President

Secretary