

**The Twinsburg Public Library  
Board of Trustees Regular Meeting  
November 16, 2022  
Bissell Local History Room - 6:00 p.m.**

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

**Members Absent:** None

**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 6:09 p.m.

**Minutes of Last Meeting:** Walter Hoffmann moved to approve the October 19, 2022 regular meeting minutes as mailed. Mark Durbin seconded the motion. The motion was approved unanimously.

**Minutes of Special Meeting:** Mary Johnson moved to approve the November 9, 2022 special meeting minutes as amended for grammatical clarity. Walter Hoffmann seconded the motion. The motion was approved unanimously.

**Correspondence:** None

**Remonstrance:** None

**President's Report:** Thanked the Friends for sponsoring the Virtual Book Talk with author Meghan O'Rourke on November 14<sup>th</sup>.

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

General Fund	1,917,006.99
Friends Fund	17,920.19
Coronavirus Relief Fund	0
Building and Repair Fund	399,170.11
Technology Fund	74,622.98
<b>Total All Funds</b>	<b><u>2,408,720.27</u></b>

**Sam Taylor moved** to approve the October 2022 Financial Report. 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  
                    The motion was approved unanimously by roll call vote.

**Kile Byington Reported:**

- PLF for November was almost 10% above estimate.
- Presented and discussed the 2023 Pay Scale Drafts as proposed at the Special Meeting.
- Presented and discussed the medical benefits for 2023 between Anthem and Medical Mutual. Medical Mutual has come in at a much better cost and we will now wait to see if Anthem can match or come close.

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

**Laura Leonard Reported:**

- Briana Jones has been hired as the Children's Outreach Associate and will report to Phoeby Trask. She will be responsible for story time outreach at daycares, Pinewood, and Reminderville.
- The curtition walls in the Children's story time rooms are complete.
- Cardinal Asphalt will begin repairing the service road to the High School.
- Phoeby and I, along with Kathi Powers, met with Wilcox Elementary School Principal, Lynn Villa, to discuss the new reading program. Decodables are the name of the new books using phonics-based instruction. Wilcox teachers will come evaluate our collection and staff will be trained and are willing to offer a workshop for parents in early 2023.
- Jamie Mason has been named the new Executive Director of Clevnet. He was formerly the Director of the Rocky River Public Library.
- Our Clevnet subscription will increase 4% to \$138,569. We are also a test Library for the new e-card software, Quipu, that we hope to have live in Spring 2023. This system helps refine our current e-card process.

**Committee Reports:**

**Building and Grounds:** None

**Personnel:** Attended Special Meeting on November 9<sup>th</sup> with Finance Committee.

**Finance:**

- Discussed details of meeting with Personnel Committee on November 9<sup>th</sup> regarding the 2023 Temporary Appropriations and 2023 Salaries.

**Friends of the Library:**

- Last meeting/annual planning session is November 16, 2022 at 5:30 pm.
- Currently have 229 members.

**Library Foundation:**

- All tickets for the Experience are sold out. Event is at 7:00 in person and virtual.

**Unfinished Business:** None

**New Business:**

- Sam Taylor, Walter Hoffmann and Mary Johnson will serve as the Nominating Committee.
- Staff recognition dinner date to be determined. Will set for end of February or beginning of March. Details to follow.
- Next board meeting will be December 21, 2023 at 5:00 pm followed by dinner with Trustees and spouses.

**MOTIONS:** Board members agreed to vote on all motions individually.

**Matt Cellura moved** to approve the 2023 Temporary Appropriations for All Funds. Sam Taylor seconded the motion. A roll call vote was taken and passed unanimously.

**Mark Durbin moved** to accept the resolution authorizing advances of local taxes in 2023. Walter Hoffmann seconded the motion. A roll call vote was taken and passed unanimously.

**Matt Cellura moved** to accept the 2023 Pay Scale Draft 2023-B as presented. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken and passed unanimously.

**Sam Taylor moved** to set the average percentage for staff salary increases at 7.62% for 2023 to be distributed at the discretion of the Director. Matt Cellura seconded the motion. A roll call vote was taken and passed unanimously.

**Matt Cellura moved** to amend Motion 11e. of the agenda to read: Motion to allow the Fiscal Officer to enter into a contract for health insurance for the period of January 1, 2023 to December 31, 2023 at not more than a 5.5% increase from 2022. Walter Hoffmann seconded the motion. A roll call vote was taken and passed unanimously.

**Matt Cellura moved** to accept the amended motion above. Sam Taylor seconded the motion. A roll call vote was taken and passed unanimously.

**Mary Johnson moved** to allow the Director to enter into a contract with Allied Door Systems for the removal of old doors and installation of 7 new safety/emergency exit doors at a cost of \$27,886. Mark Durbin seconded the motion. A roll call vote was taken and passed unanimously.

**Mary Johnson moved** to allow the Director to enter into a contract with Allied Door Systems for the removal of the French doors leading to the Reading Garden and installation of new metal doors at a cost of \$20,114. Mark Durbin seconded the motion. A roll call vote was taken and passed unanimously.

**Suzanne Hawthorne-Clay moved** to accept the following motion: Given the Director's admirable formal annual review the board has agreed to increase their salary to \$102,531 for the 2023 calendar year. Sam Taylor seconded the motion. A roll call vote was taken and passed unanimously.

**Suzanne Hawthorne-Clay moved** to accept the following motion: The board has conducted an informal evaluation of the Fiscal Officer’s skills and performance since hiring (7/11/2022) A unanimous agreement to propose a salary of \$72,111 with the formal evaluation process taking place annually beginning July 2023. Matt Cellura seconded the motion. A roll call vote was taken and passed unanimously.

**Mark Durbin moved** to dispose of surplus equipment no longer needed as presented in the attachment. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken and approved unanimously.

**Matt Cellura moved** to accept an \$800 donation from George Voytas to be used toward staff appreciation. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken and approved unanimously.

**Mary Johnson moved** to adjourn at 7:24 p.m. Mark Durbin seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday December 21, 2022 at 5 p.m. in the Bissell Local History Room.

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President

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Secretary

Mailing/Handouts: November 16, 2022 Meeting Agenda; October 19, 2022 Meeting Minutes; November 9, 2022 Special Meeting Minutes; Financial Reports as of October 31, 2022; October 2022 Director’s Report; Department Managers’ Report; October 2022 Circulation Statistics; Proposed 2023 medical benefits from SEBO; List of surplus/disposal items.