The Twinsburg Public Library
Board of Trustees Regular Meeting
August 17, 2022
Bissell Local History Room - 6:00 p.m.

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

Members Absent: None

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

Call to Order: President Holly Toth called the meeting to order at 6:00 p.m.

Minutes of Last Meeting: Suszanne Hawthorne-Clay moved to approve the July 20, 2022 regular meeting minutes as mailed. Sam Taylor seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: Laura Leonard introduced Asia Wilson, Children's Associate and Merlynne Hancock, Circulation Clerk.

President's Report: None

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

Total All Funds	<u>2,002,511.42</u>
Technology Fund	74,134.08
Building and Repair Fund	405,894.80
Coronavirus Relief Fund	0
Friends Fund	22,385.44
General Fund	1,500,097.10

Mark Durbin moved to approve the July 2022 Financial Report. Sam Taylor seconded the motion. A roll call vote was taken:

Roll Call: Matt Cellura – yes Mary Johnson – yes

Mark Durbin – yes Suszanne Hawthorne-Clay – yes Holly Toth – yes

Walter Hoffmann – yes

The motion was approved unanimously by roll call vote.

Kile Byington Reported:

- PLF for August is up 6.88% more than estimated.
- Officially reconciled for April, May, June and July with no outstanding adjustments.
- Interest rates have been up.
- Revenue was down from July 2021 due to less advance on the property tax levy.
- Will begin to meet with department managers to talk about policies and procedures and any concerns they may have.

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

Laura Leonard Reported:

- Public Service Assistant Ritika Chavan, Circulation Clerk Merlynne Hancock, and Children's Associate Asia Wilson have all started their employment in August.
- The Library will have a kickoff event for the Bookmobile on Friday, October 7th at 4:00-7:00pm. There will be ice cream, music, alpacas and more along with a chance to tour the Bookmobile. Phoeby and Jodie continue to work with VMS on wrapping the vehicle.
- Received a lot of positive feedback for being open on Twins Days this year. Will look into being
 an information spot next year for those unfamiliar with the day's activities, events, parking and
 locations as well as possibly helping attendees to get back to the square after the parade.
- Presented and discussed the Strategic Plan.
- Cari Dubiel presented and discussed a report that she and Carolyn Vana worked on to propose going fine free on overdue items. There still would be fines on lost and damaged items as well as the Library of Things items (hotspots, Rokus, board games, etc.) Amnesty month would be September, to encourage patrons to bring back late items, with hopes to be fine free for overdue items beginning in October.

Committee Reports:

Building and Grounds: Next meeting August 19, 2022 at 9:00 am.

Personnel: Will meet in Executive Session at the conclusion of regular business.

Finance: Will schedule a time to meet in October.

Friends of the Library: Next meeting is August 24, 2022 at 5:30 pm.

Library Foundation: Suszanne Hawthorne-Clay reported:

- Wines and Wills program postponed.
- 10 tickets sold so far to Foundation Experience.
- Will purchase DipJar, a device which allows donors to use credit cards to donate.
- Will register for Amazon Smile, where Amazon will donate 0.5% of eligible purchases to the Foundation. Shop at smile.amazon.com and choose the Foundation. No extra costs or fees.
- Next meeting, August 23, 2022 at 7:00 pm.

Unfinished Business: None

New Business:

- Bookmobile open house is October 7, 2002 from 4:00-7:00 pm.
- Third Quarter staff appreciation will be used towards staff training day. A motion will be on next month's agenda.

CONSENT AGENDA:

A consent agenda of 2 items was presented to the board.

Motion to approve the Strategic Plan for 2023-2025 as presented by the Director.

Motion to accept the gift of two single accordion concealed track curtains for the Children's story time rooms from the Foundation of the Twinsburg Public Library at a value of \$19,622.80 (freight to be covered by the Library).

Matt Cellura moved to add to the consent agenda a motion to make September 2022 an amnesty month and waive overdue fines on all materials and move forward with creating a fine free policy. Sam Taylor seconded the motion.

Matt Cellura moved to approve all consent agenda items as read. Mark Durbin seconded the motion. A roll call vote was taken:

Roll Call: Matt Cellura – yes Mary Johnson – yes

Mark Durbin – yes Sam Taylor – yes Suszanne Hawthorne-Clay – yes Holly Toth – yes

Walter Hoffmann – yes

Consent agenda passed unanimously by roll call vote.

Mary Johnson moved to convene an Executive Session to discuss the evaluation of the Director at 7:36 pm. Matt Cellura seconded the motion. A roll call vote was taken.

Roll Call: Matt Cellura – yes Mary Johnson – yes

Mark Durbin – yes Sam Taylor – yes Suszanne Hawthorne-Clay – yes Holly Toth – yes

Walter Hoffmann – yes

Motion approved unanimously by roll call vote.

Mark Durbin moved to come out of Executive Session at 7:57 pm. Mary Johnson seconded the motion. A roll call vote was taken.

Roll Call: Matt Cellura – yes Mary Johnson – yes

Mark Durbin – yes Suszanne Hawthorne-Clay – yes Holly Toth – yes

Walter Hoffmann – yes

Motion approved unanimously by roll call vote.

Matt Cellura moved to reconvene the regular meeting at 7:58 pm. Walter Hoffmann seconded the motion. The motion was approved unanimously.

Matt Cellura moved to approve the annual review for Director Laura Leonard as submitted. Walter Hoffmann seconded the motion. The motion was approved unanimously.

Mary Johnson moved to adjourn at 8:04 p.m. Walter Hoffmann seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday	September 21,	2022 at 6 p.n	n. in the Bi	ssell Local
History Room.				

President	Secretary

Mailing/Handouts: August 17, 2022 Meeting Agenda; July 20, 2022 Meeting Minutes; Financial Reports as of July 31, 2022; July 2022 Director's Report; Department Managers' Report; July 2022 Circulation Statistics.