

**The Twinsburg Public Library
Board of Trustees Organizational Meeting
January 18, 2023
Bissell Local History Room - 6:00 p.m.**

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

Members Absent: Matt Cellura

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

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

Minutes of Last Meeting: Suzanne Hawthorne-Clay moved to approve the December 21, 2022 regular meeting minutes as mailed. Mark Durbin seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: None

The Nominating Committee presented the slate of officers for 2023.

President – Mark Durbin
Vice President – Suzanne Hawthorne-Clay
Secretary – Matt Cellura

Nominations from the floor were requested three times and hearing none, the nominations were closed. Sam Taylor moved to accept and elect the nominated officers. Walter Hoffmann seconded the motion. A roll call vote was taken:

Roll Call:	Matt Cellura – absent	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.

Committees for 2022 were set as follows:

Building and Grounds	Matt Cellura, Holly Toth, Walter Hoffmann
Finance	Walter Hoffmann, Mary Johnson, Sam Taylor
Foundation Liaison	Suzanne Hawthorne-Clay
Friends Liaison	Mary Johnson
Personnel	Matt Cellura, Suzanne Hawthorne-Clay, Sam Taylor
Summit County Trustee	Sam Taylor

Sam Taylor moved to appoint Kile Byington as Fiscal Officer in 2023. Mary Johnson seconded the motion. A roll call vote was taken:

Roll Call:	Matt Cellura – absent	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.

Suzanne Hawthorne-Clay moved to appoint Laura Leonard as Deputy Fiscal Officer in 2023. Holly Toth seconded the motion. A roll call vote was taken:

Roll Call:	Matt Cellura – absent	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.

Oath of Office: Board of Trustee member Mary Johnson (seven-year term), Fiscal Officer Kile Byington, and Deputy Fiscal Officer Laura Leonard took the oath of office for their respective positions as notarized by Cari Dubiel.

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

General Fund	1,323,190.28
Friends Fund	19,321.53
Coronavirus Relief Fund	0
Building and Repair Fund	720,796.09
Technology Fund	75,116.71
Total All Funds	<u>2,138,424.61</u>

Sam Taylor moved to approve the December 2023 Financial Report. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken:

Roll Call:	Matt Cellura – absent	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:

- Ended the year with approximately 1.2M carryover more than anticipated, so while the state has revised the PLF estimate downward but this should not negatively affect appropriations.
- Have several upcoming webinars planned as well as CPIM conference in April. Also focusing on some human resources and optimal response practices.

- Looking into options to replace Accurate Data as our payroll service. Should happen by 2nd quarter of this year.

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

Laura Leonard Reported:

- Although December circulation was down from last year, we finished 2022 at 1,117,775, an over 4% increase from 2021.
- The large green recycle bin has finally been emptied. River Valley Company had not emptied the bin in 6 weeks. We will continue to monitor the service.
- Allied Door began replacing the security doors in the building.
- New office furniture has been installed in Laura's, Cari's, and Kile's office.
- Katie Johnson will return on a "floating" basis in Children's and Outreach due to the health issues of one of our staff members.
- On 12/29/22, a bag of marijuana was found near the DVDs. The police were called and confiscated the bag.
- Met with the Friend's Memorial Garden subcommittee to discuss updates. Jean Javidi's daughter has offered to donate money for the project.
- Larry Finnegan, Clevnet Director of IT, is retiring.
- Cari Dubiel will be presenting a program for NEO discussing different skill sets of employees; Shannon Pritchard will host a webinar for OLC regarding SMART Recovery, and Ella Pollen will be discussing her experience of TikTok with OLC.

Cari Dubiel Reported:

- Has been working in Children's department to help fill in areas of low staff.
- Training new ALIS managers, Lori Holmes and Alex Smith, on procedures of the department.
- Set up new Clover point of sale (POS) system in Circulation.
- Phoeby Trask and I met with Jeffrey Corbett of Kent State Twinsburg Academic Center to discuss 2023 outreach.
- Began regularly scheduled meetings with department heads.

Committee Reports:

Building and Grounds: None

Personnel: None

Finance: None

Friends of the Library: Next meeting is January 25, 2023 at 5:15 pm.

Library Foundation: Meetings will now be held on the second Monday of each month.

Unfinished Business: None

New Business:

- The 2023 Board of Trustees Calendar was distributed for review.

MOTIONS:

A consent agenda of 2 items was presented to the Board:

Motion to accept a \$50 donation from Patricia Reynolds.

Motion to accept a \$25 memorial donation from the Boller Family in memory of Rev. Mark L. Black and a \$40 memorial donation in memory of Bonnie Lowe.

Sam Taylor 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 – absent	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 6:53 p.m. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday February 15, 2023 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: January 18, 2023 Meeting Agenda; December 21, 2022 Meeting Minutes; Financial Reports as of December 31, 2022; December 2022 Director’s Report; Assistant Director’s; Department Managers’ Report; Circulation Statistics; Miscellaneous – Board Meeting Calendar for 2023