

**The Twinsburg Public Library
Board of Trustees Meeting
June 21, 2023
Bissell Local History Room - 6:00 p.m.**

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

Members Absent: President Mark Durbin, Walter Hoffmann, and Mary Johnson

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

Call to Order: Vice President Suzanne Hawthorne-Clay called the meeting to order at 5:59 p.m.

Minutes of Last Meeting: Sam Taylor moved to approve the May 17, 2023 regular meeting minutes as mailed. Matt Cellura seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: None

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

General Fund	1,630,213.74
Friends Fund	20,273.21
Coronavirus Relief Fund	0
Building and Repair Fund	692,554.48
Technology Fund	63,713.47
Total All Funds	<u>2,406,754.90</u>

Sam Taylor moved to approve the May 2023 Financial Report. Holly Toth seconded the motion. A roll call vote was taken:

Roll Call:	Matt Cellura – yes	Mary Johnson – absent
	Mark Durbin – absent	Sam Taylor – yes
	Suzanne Hawthorne-Clay – yes	Holly Toth – yes
	Walter Hoffmann – absent	

The motion was approved unanimously by roll call vote.

Kile Byington Reported:

- Working on assuring all accruals are correct in Paylocity. First full pay period begins June 25, 2023.
- At June reconciliation, we will have received 51% of PLF.
- 2024 tax budget was approved by the Board of Education and will be sent to the County.

- Expenditure updates: compared to last year, we have currently spent 12% more on labor, 3% less on services (excluding programming activities) and 45% more on administrative supplies, which takes into account current wage and benefit increases.

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

Laura Leonard Reported:

- Presented and discussed drawings from Opening the Book for the Teen/Tween Department layout.
- KGK has presented preliminary drawings for a "secret garden" concept. More information will be shared once available.
- Personnel update: Phoeby Trask promoted to Outreach Librarian, Leah Nolan hired as Youth Services Clerk, Ella Polen and Kathy Rainer have resigned and we are currently interviewing for ALIS Librarian and Children's Services Manager.
- The Summit County Justice Bus day served 38 community members with 8 voluntary attorneys and approximately 19 hours of pro bono service.
- Sam Bell received a grant from PLA and ATT for \$6,000 to purchase laptops and other equipment for outreach classes.
- Katie White, from Twinsburg Township, is working with the Children's Hunger Alliance to provide free breakfast and lunch once a week to the kids at Pinewood Gardens.
- The Bookmobile has added a stop at the Harvard Road baseball fields.
- Discussed Director's Retreat.

Committee Reports:

Building and Grounds: Matt Cellura reported: Met on June 14, 2023 to discuss the following: French doors, revisit drive up window repair project (move bollards), replacing air curtain in front entrance, fix the third set of doors coming in front entrance, air handler #2 failed motor, cleaning issues, State Alarm replacing alarm and providing staff with FOBs, Teen/Tween shelving, ALIS redesign, KGK secret garden design, and putting a wall in Building and Maintenance office for to create a dedicated office for Mike Dixon, not a shared space.

Personnel: Suzanne Hawthorne-Clay reported: Met June 20, 2023 to discuss the following: Paylocity, will continue to use Reviewsnap for one more Director and Fiscal Officer evaluation, creating/revising Director's job description, leadership retreat with Laura and staff, and review some items of the staff handbook. Next meeting will be July 18, 2023 at 7:00 pm.

Finance: None

Friends of the Library: Next meeting is Wednesday, June 28, 2023.

Library Foundation: Suzanne Hawthorne-Clay reported: next mini golf event is tentatively scheduled for April 26th and 27th, 2024; Foundation Experience trips have been picked, including a cash option, August 1-3, United for Libraries, a division of ALA, virtual conference, will have a table at Rock the Park on Friday, June 23rd, Beth Marlow and Kevin Basom have joined the Foundation and Johnie Reed has resigned.

Unfinished Business: None

New Business: None

MOTIONS:

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

Motion to allow the Director to purchase shelving for the Teen area at a cost not to exceed \$24,000 from Opening the Book North America.

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

Roll Call:	Matt Cellura – yes	Mary Johnson – absent
	Mark Durbin – absent	Sam Taylor – yes
	Suzanne Hawthorne-Clay – yes	Holly Toth – yes
	Walter Hoffmann – absent	

Consent agenda passed by a roll call vote.

Fiscal Officer, Kile Byington, requested a motion to approve \$100 for staff appreciation.

Matt Cellura moved to approve \$100 for staff appreciation. Holly Toth seconded the motion. A roll call vote was taken:

Roll Call:	Matt Cellura – yes	Mary Johnson – absent
	Mark Durbin – absent	Sam Taylor – yes
	Suzanne Hawthorne-Clay – yes	Holly Toth – yes
	Walter Hoffmann – absent	

Motion passed by a roll call vote.

Holly Toth moved to adjourn at 6:52 p.m. Matt Cellura seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday July 19, 2023 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: June 21, 2023 Meeting Agenda; May 17, 2023 Meeting Minutes; Financial Reports as of May 31, 2023; May Director’s Report; Assistant Director’s Report; Department Managers’ Report; Circulation Statistics; Drawings for Remodel of Teen/Tween Area