

Twinsburg Public Library
Board of Trustees Meeting
December 18 2024, 5:30 pm



Present: President Mark Durbin, Vice President Suzanne Hawthorne-Clay (6:00), Secretary Matt Cellura, Walter Hoffmann, Mary Johnson, Sam Taylor, and Holly Toth

Absent: None

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

Call to Order: President Mark Durbin called the meeting to order at 5:30 p.m.

Minutes of Last Meeting: Matt Cellura moved to approve the November 20, 2024, regular meeting minutes. Holly Toth seconded the motion. The motion was approved.

Audience Participation: Kevin Basom from the Foundation of the Twinsburg Public Library discussed the Legacy Circle Program and plans for the Legacy Tree in the Library's front foyer.

Sam Taylor made a motion to accept the installation of the Foundation of the Twinsburg Public Library Legacy Tree. Mary Johnson seconded. All trustees present voted yes and motion was approved.

President's Report: President Durbin thanked everyone and expressed how much he has enjoyed being president for the past two years. He also thanked Walter Hoffmann for his 35 years of serving on the Board of Trustees.

Fiscal Officer Kile Byington Reported:

- Have not received December PLF as of the board meeting.
- Two of the Huntington credit cards were used fraudulently online. The cards have been closed and new ones reissued, and all charges have been credited back.
- Recommend fund transfer of \$250,000 from General to Building and Repair Fund.
- Presented the Property and Liability insurance policy for 2025, which increased 2% and included a 3% valuation increase for the property.

November 2024 Fund Balances

General Fund	1,392,177.77
Friends Fund	17,602.82
Building and Repair Fund	827,322.08
Technology Fund	83,326.83
Total All Funds	<u>2,320,429.50</u>

Sam Taylor moved to approve the November 2024 Financial Report. Mary Johnson seconded the motion. A roll call vote was taken and passed:

Yes: Mr. Cellura, Mr. Durbin, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor, Mrs. Toth

Absent: Dr. Hawthorne-Clay

Director, Laura Leonard Reported:

- A pre-bid conference was held on December 4th. Mr. Durbin and Mr. Cellura attended. Seven different companies were represented. Unfortunately, there were no bids presented on December 19th, the due date. Marco from studioTECHNE will contact the contractors for feedback and we will meet with him after the new year to see what changes can be made.
- Corrigan Moving Systems will be moving shelving for the ALIS renovation. On January 27, 2025, the old wing of the building will be closed. The front doors will also be locked. Adult and Circulation services will be unavailable for the day. The back entrance will be open and the Children's and Teen departments will be providing normal services.

- Cleveland Comfort Systems is our new HVAC company. Commercial Roofing and Coating Systems is our new roofing company.
- KGK and Company has begun work on renovating the rose garden.
- Kate Held's last day as a Children's Associate is December 21st.
- Kevin Kelly is working with T-Mobile to install Cradlepoint Wi-Fi capabilities on the bookmobile.
- Presented the final logo design.

Committee Reports:

Building and Grounds: None

Personnel: Met with and discussed reviews for Director and Fiscal Officer.

Finance: None

Friends of the Library: None

Library Foundation: Suzanne Hawthorne-Clay reported: The Foundation has received many donations towards the Legacy Circle Program. An anonymous donation of \$75,000 was also received.

Unfinished Business: None

New Business: None

CONSENT AGENDA:

A consent agenda of 8 resolutions was presented to the Board:

- 2024-35 Approve obtaining bonds for the Fiscal Officer and Deputy Fiscal Officer in the amount of \$100,000 each from the Edward H. Sutton Insurance Agency, Inc. for the period of January 1, 2025 through December 31, 2025.**
- 2024-36 Approve obtaining liability coverage for Blanket Notary Errors and Omissions Policy in the amount of \$25,000 per claim from the Edward H. Sutton Insurance Agency, Inc. for the period of January 1, 2025 through December 31, 2025.**
- 2024-37 Accept liability insurance renewal for the coverage period of January 1, 2025 through December 31, 2025 at a cost of \$17,180.**
- 2024-38 Allow the Director to enter into a contract with CleanNet for janitorial services at a cost of \$49,120 for 2025.**
- 2024-39 Authorize Fiscal Officer to transfer \$250,000 from the General Fund-101 to the Building and Repair Fund 401.**
- 2024-40 Accept a donation of \$800 from Robert Voytas for staff appreciation.**
- 2024-41 Approve disposal of assets as presented.**
- 2024-42 Allow Director to dispose of or salvage any shelving removed in preparation for the ALIS renovation project. An inventory will be provided at the end of the move.**

Matt Cellura moved. Mary Johnson seconded. A roll call vote was taken and passed:

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor, Mrs. Toth

No: None

Sam Taylor made a motion to accept a \$5,000 anonymous restricted donation into the Building and Repair-401 Fund for the new Makers Room/Creative Lab in the ALIS Renovation Project. Suzanne Hawthorne-Clay seconded. A roll call vote was taken and passed.

Yes: Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor, Mrs. Toth

Abstain: Mr. Cellura

No: None

Walter Hoffman made a motion to recommend to the Twinsburg City School District Board the appointment of Becki Kovach to the Board of Trustees of the Twinsburg Public Library starting in January 2025 through December 2031. Sam Taylor seconded. A roll call vote was taken and passed.

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Mrs. Johnson, Dr. Taylor, Mrs. Toth

No: None

Mary Johnson moved to adjourn at 6:11 p.m. Walter Hoffmann seconded. The motion was approved.

President

Secretary