

**The Twinsburg Public Library
Board of Trustees Regular Meeting
February 19, 2020
Bissell Local History Room - 6:00 p.m.**

Members Present: President Mary Johnson, Vice President Holly Toth, Secretary Mark Durbin, Walter Hoffmann, Suszanne Hawthorne-Clay, and Don Spice.

Members Absent: Sam Taylor

Also Present: Director Laura Leonard, Fiscal Officer Allison Chance and Administrative Assistant Jill Liepins

Call to Order: President Mary Johnson called the meeting to order at 6:00 p.m.

Minutes of Last Meeting: Don Spice moved to approve the January 15, 2020 regular meeting minutes as mailed. Mark Durbin seconded the motion. The motion was approved unanimously.

Correspondence: Card from Laura Leonard and staff thanking board for the staff dinner.

Remonstrance: None

President's Report: Mary Johnson thanked all that attended the staff dinner. She also noted the staff did a great job while Laura was on vacation and everything seemed to run without incident.

Fiscal Officer's Report: The Board reviewed the January 2020 Financial Report. The balances for the January report are:

General Fund	313,111.36
Friends Fund	17,346.11
Building and Repair Fund	210,434.50
Technology Fund	91,888.06
Total All Funds	<u>632,780.03</u>

Holly Toth moved to approve the January 2020 Financial Report. Suszanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

Allison Chance Reported:

- The Library audit was done February 17, 2020. Because we have Agreed Upon Procedures with the State Auditor (a shorter version of a full audit), the audit only took one day to complete. In two years, we will have a full audit.
- Attending NEO-RLS AOS and Fiscal Officers Networking workshop on February 21, 2020.
- Allison got to see firsthand how Kayla Kochis was able to help her, along with several patrons, doing a great job balancing her time to help everyone seamlessly.

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

Laura Leonard Reported:

- Circulation was 112,962, down 2.3% from January 2019.
- A 16-year-old student previously restricted from the Library entered the Library without an adult. He was asked to leave and then shoved Teen Librarian, Mark Simon, before exiting. A note previously sent home said he would be charged with trespassing if he entered and so the Library will press charges.
- Teen snack began and has been averaging 15-20 kids per day.
- The theft ring continues. Clevnet and CPL have told libraries that police will have to get subpoenas for any information needed from now on.
- Currently, VOIP phone systems are supported by AT&T who will not continue after March 2020. Clevnet is working with Spectrum to try and have a smooth transition when AT&T stops. There is a possibility that all Clevnet libraries will be without phones for a day or two but hopefully that won't happen.
- Coffee for a Cause is Saturday, February 22, 2020 6:45 – 10:00 p.m. There are 20 acts signed up.

Committee Reports:

Building and Grounds: None

Personnel: None

Finance: None

Friends of the Library:

Mary Johnson Reported:

- Tabby Ogrizek will step down as President at the end of her term, December 2020.
- No February meeting.

Library Foundation:

Suzanne Hawthorne-Clay reported:

- Continue to work on Mini Golf event; looking for sponsors.

Unfinished Business:

- Distributed approved 2020 Board Calendars

New Business:

- OLC Trustee Dinner – Thursday, April 9, 2020 - Holiday Inn Independence, 6:00 – 8:00 p.m. Board members should notify Jill if they are able to attend.

MOTIONS:

Mark Durbin moved to accept a donation of \$50 from Betty Tucker in memory of Helen Perttula. Walter Hoffmann seconded the motion. The motion was approved unanimously.

Don Spice moved to adjourn at 6:34 p.m. Holly Toth seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday March 18, 2020 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: February 19, 2020 Meeting Agenda; January 15, 2020 Meeting Minutes; Financial Reports as of January 31, 2020; January 2020 Department Managers' Report; January 2020 Circulation Statistics; State Library of Ohio Monthly Report – January 31, 2020; Miscellaneous – 2020 Approved Board Calendar, Board Roster