

**The Twinsburg Public Library
Board of Trustees Regular Meeting
June 17, 2020
Bissell Local History Room 6:00 p.m.**

Members Present: President Mary Johnson, Vice President Holly Toth, Secretary Mark Durbin, Sam Taylor, Don Spice, and Walter Hoffmann.

Members Absent: Suzanne Hawthorne-Clay

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 Meetings: Don Spice moved to approve the May 20, 2020 regular meeting minutes as mailed. Mark Durbin seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: Mary Johnson acknowledged that everything seemed to be going well with the Library's reopening.

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

General Fund	714,405.93
Friends Fund	20,338.56
Building and Repair Fund	201,007.95
Technology Fund	92,245.67
Total All Funds	<u>1,027,998.11</u>

Holly Toth moved to approve the May 2020 Financial Report. Sam Taylor seconded the motion. The motion was approved unanimously.

Allison Chance Reported:

- The Library was approved for participation in the SharedWork Ohio program. There are 27 nonexempt and 3 exempt employees currently on the plan.
- The 2018-2019 audit report came back with no exceptions. One recommendation was that the Library post a Notice of Open Public Records.
- June PLF came in at 14% below estimate.

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

Laura Leonard Reported:

- May 29, 2020, participated in a Zoom Town Hall with Representative Casey Weinstein.
- Cari Dubiel was interviewed by New York Times to discuss the Library's opening operations.
- The Summit County Health Department advised that items may be quarantined for 72 hours instead of the previous 5 day recommendation.
- Beginning June 15th, children ages 7-12 are allowed in the Library with a parent or caregiver Monday thru Saturday between 12:00-2:00 and 4:00-6:00.
- Chris Anglin rented a van and, with the help of Carolyn Vana, Adam Becerra, and Michael Luecht, was able to take items back to several different libraries as well as pick up our items.
- We are looking ahead at the possibility of expanding our visit to two hours and allowing families with younger children (below age 7) in.
- So far in the month of June, we have had approximately 3900 visitors (around 200 - 300/day) to the Library. Normally around this time, we would have about 800 - 1,000/day.
- Other libraries are beginning to open their doors, including Trumbull County, Stow, Westlake, and Hudson.
- I have encouraged any staff to contact Ease At Work or see their managers with any hesitations, stresses, or anxieties that they may be experiencing.
- The Reading Garden turned 10 years old this year and pictures were posted on our Facebook page as a remembrance.

Committee Reports:

Building and Grounds: None

Personnel:

- Director and Fiscal Officer evaluations will be handed out next meeting and due back by July 25, 2020. Will set up a meeting to review.

Finance: None

Friends of the Library: None

Library Foundation: None

Unfinished Business: None

New Business: None

MOTIONS:

Sam Taylor moved to accept a \$500 donation from Jill Manger. Don Spice seconded the motion. The motion was approved unanimously.

Walter Hoffmann moved to approve a second quarter Staff Appreciation Event at a cost not to exceed \$50. Mark Durbin seconded the motion. The motion was approved unanimously.

Holly Toth moved to adjourn at 6:40 p.m. Don Spice seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday July 15, 2020 at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: May 20, 2020 Meeting Agenda; Financial Reports as of April 30, 2020; Director's Report; Department Manager's Reports; May 2020 Circulation Statistics