

**The Twinsburg Public Library  
Board of Trustees Regular Meeting  
October 21, 2020  
Meeting Room 1 6:00 p.m.**

**Members Present:** President Mary Johnson, Vice President Holly Toth, Secretary Mark Durbin, Don Spice, Walter Hoffmann, Sam Taylor, and Suzanne Hawthorne-Clay (via Zoom).

**Members Absent:** None

**Also Present:** Director Laura Leonard, Fiscal Officer Allison Chance and Administrative Assistant Jill Liepins (via Zoom).

**Call to Order:** President Mary Johnson called the meeting to order at 6:03 p.m.

**Minutes of Last Meetings:** Mark Durbin moved to approve the September 16, 2020 regular meeting minutes as amended. Sam Taylor seconded the motion. The motion was approved unanimously.

**Correspondence:** Thank you note from Hattie Lartham for letting one of its clients come help in the Library to see the functions of working as a page at the Library.

**Remonstrance:** None

**President's Report:** We will discuss the candidates for the open board seat and procedures for interviewing during New Business. Items that were too late for the agenda will also be discussed under New Business and during Motions.

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

General Fund	1,169,273.65
Friends Fund	29,493.55
Coronavirus Relief Fund	5,768.92
Building and Repair Fund	201,273.04
Technology Fund	92,367.33
<b>Total All Funds</b>	<b><u>1,498,176.49</u></b>

**Holly Toth moved** to approve the September 2020 Financial Report. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

**Allison Chance Reported:**

- PLF for October was slightly above estimated. We are still down overall by 3.33% of estimate.
- Of the \$25,000 Coronavirus Relief Fund, \$19,231.08 has been spent so far.
- Anthem's renewal rate is 5% for 2021 coverage. This represents a 5% increase in premium with no changes to our plan coverage. We are looking into a health savings account for the library but are still waiting for more information.

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

**Laura Leonard Reported:**

- Roula Braidy started online English as a Second Language classes on Saturdays, beginning October 10<sup>th</sup>.
- As of October 14<sup>th</sup>, two employee's family members have tested positive for Covid, and one of them tested positive as well. Employees are eligible for two weeks (up to 80 hours) of paid sick leave at their regular pay rate when unable to work due to being quarantined, as per the Families First Coronavirus Act.
- Clevnet is anticipating a large carryover in the revenue fund, 1/3 of which will go towards unanticipated emergencies, 1/3 for contract costs due in the next two years, and 1/3 toward Clevnet members to reduce the 2021 contract cost.
- Staff training day was very successful thanks to the hard work of Cari Dubiel and Julia Fisher.
- We will be putting half of the seating capacity back in the Library at a date to be determined contingent on Covid-19 levels in November. Custom acrylic dividers have been ordered from Cleveland Menu and patrons will still be expected to continue to follow the rules (mask wearing, no food, etc.).
- We will begin processing passports in January and taking passport photos in April.
- Based on future expectations, we will remain closed on Sundays through Fall 2021.
- We have had several applications turned in for the Building and Grounds Maintenance Supervisor position. Interviews will be held the week of October 26<sup>th</sup>.

**Committee Reports:**

**Building and Grounds:**

- Met on September 23<sup>rd</sup> to discuss the possible roofing project. The Committee recommended that the repairs and maintenance be done to avoid further degradation. The work has not yet been scheduled.

**Personnel:**

- Laura has set up an account on Reviewsnap, an online employee performance review program, for each board member and discussed how it works. Laura will send out a "practice" to each board member in March or April so they can become familiar with the program.

**Finance:**

- The Summit County Library Council approved the PLF distribution for 2021 at 6.78438%.
- Finance Committee will meet Wednesday, November 11, 2020 at 5:00 pm to discuss the 2021 Temporary Budget.

**Friends of the Library:**

- National Friends of the Library week is October 18-24.

**Library Foundation:**

- Raised \$600 for the Waterway Carwash Vouchers.
- To date, 59 tickets have been sold for the Foundation Experience. Still deciding whether it will take place live or virtual.
- Mini Golf event still being planned.
- Future projects: lighting for the garden, recarpeting Youth Services, and purchase of The Room 2, a soundproof booth that accommodates two people. This will be postponed as its use wouldn't be possible with current Covid positions.
- Next meeting will be October 26, 2020 at 7:00 pm.

**Unfinished Business:** None

**New Business:**

- Discussed the 2021 Library calendar.
- Discussed Board of Trustee opening. There are three applications. Laura will schedule interviews for Saturday, November 7, 2020. Also talked about the interview process and handed out and assigned questions to each current trustee.

**MOTIONS:**

**Holly Toth moved** to adopt a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer. The estimates for tax year 2020/collection year 2021 is set at the 2019 tax collection year amount of \$1,651,029.00. Sam Taylor seconded the motion. A roll call vote was taken.

**Roll Call:** Mary Johnson - yes  
Holly Toth - yes  
Mark Durbin - yes  
Don Spice – yes  
Suzanne Hawthorne-Clay – yes  
Walter Hoffmann – yes  
Sam Taylor – yes

The motion was approved unanimously.

**Sam Taylor moved** to approve the Summit County Library Trustees Council consensus of Public Library Fund distribution of 6.78438% for 2021. Mark Durbin seconded the motion. The motion was approved unanimously.

**Holly Toth moved** to accept a \$100 donation from David DiCarlo in memory of Dolores Duzinski. Don Spice seconded the motion. The motion was approved unanimously.

**Walter Hoffmann moved** to accept the donation and planting of a tree in the memory of Girl Scout Natalie Tobin from Girl Scout Troop #91577. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

**Walter Hoffmann moved** to accept donations of books from the Wilcox PTA and Bissell PTA as part of the “Birthday Book Club” project. Holly Toth seconded the motion. The motion was approved unanimously.

**Don Spice moved** to adjourn at 7:16 p.m. Mark Durbin seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday November 18, 2020 at 6 p.m. in Meeting Room 1.

---

President

---

Secretary

Mailing/Handouts: October 21, 2020 Meeting Agenda; Meeting Minutes September 16, 2020; Financial Reports as of September 30, 2020; Director’s Report; Department Manager’s Reports; September; 2020 Circulation Statistics; 2021 Annual Calendar; Board of Trustees Interview Questions; Employee Review Rating Scale Legend