

**The Twinsburg Public Library
Board of Trustees Regular Meeting
November 18, 2020
Meeting Room #1 - 6:00 p.m.**

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

Members Absent: None

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 6:03 p.m.

Minutes of Last Meeting:

- Don Spice moved to approve the October 21, 2020 regular meeting minutes as mailed. Mark Durbin seconded the motion. The motion was approved unanimously.
- Walter Hoffmann moved to approve the November 7, 2020 special meeting minutes as mailed. Don Spice seconded the motion. The motion was approved unanimously.

Correspondence: Application for Board of Trustee opening received after the deadline.

Remonstrance: None

President's Report: None

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

General Fund	1,155,685.45
Friends Fund	29,032.11
Coronavirus Relief Fund	4,576.47
Building and Repair Fund	201,299.02
Technology Fund	92,379.25
Total All Funds	<u>1,482,972.30</u>

Holly Toth moved to approve the October 2020 Financial Report. Mark Durbin seconded the motion. The motion was approved unanimously.

Allison Chance Reported:

- The November PLF came in and was 3.61% higher than estimated.
- The Finance Committee met on November 11th to discuss the 2021 Temporary Budget.

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

Laura Leonard Reported:

- The Governor has issued the following new mask orders:
 - Ohio business to post mask-requirements signs at all entrances.
 - Stores are legally responsible for ensuring customers and workers wear masks
 - Created a "retail compliance unit" with the power to shut businesses down for up to 24 hours at a time if they repeatedly violate mask requirement.
- Cuyahoga County has issued a Stay at Home Advisory through December 17th. This is not an order. We are waiting to see what Summit County does.
- Our new Building and Maintenance Supervisor, Michael Dixon, will start December 1, 2020. Chris will train him.
- In order to stay consistent with holiday closings and scheduling, we will remain closed Saturday, December 26, 2020. Library hours will be Monday – Thursday 9:30 am to 8:00 pm for at least the first quarter next year.
- Mark Durbin asked Laura to make sure the pothole in front of the Library is taken care of by the facilities manager.

Committee Reports:

Building and Grounds:

- The Building and Grounds Committee has approved the roofing repair contract.

Personnel: None

Finance:

- Presented and discussed 2021 Temporary Budget.
- Discussed salary percentage increases for 2021.

Friends of the Library:

- Planning meeting was November 16th. Will continue to give the Library \$20,000 annually.

Library Foundation:

- Foundation Experience is November 19th virtually. There will be concession prizes along the way.
- The foundation will pay for the Teen and Children's place carpeting as well as LED and additional lighting for the parking lot.

Unfinished Business: NONE

New Business:

- Sam Taylor and Walter Hoffmann will serve as the Nominating Committee.
- Governor Mike Dewine is expected to sign a bill extending the State of Emergency, so the Library Board can continue using Zoom.

MOTIONS:

- **Sam Taylor moved** to approve the 2021 Temporary Budget for the General Fund, Friends Fund, Building and Repair Fund, and Technology Fund, choosing option #2 with a 2.5% average full year wage increase. Don Spice seconded the motion. The motion was approved unanimously.
- **Walter Hoffmann approved** a resolution authorizing advances of local taxes in 2021. Mark Durbin seconded the motion. The motion was approved unanimously.
- **Holly Toth moved** to accept the health insurance renewal from Anthem Blue Cross/Blue Shield for the coverage period January 1, 2021 to December 31, 2021 at an overall 5% increase. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.
- **Walter Hoffmann moved** to set the average percentage for staff salary increases at an average of 2.5% for 2021 to be distributed at the discretion of the Director. Sam Taylor seconded the motion. The motion was approved unanimously.
- **Mark Durbin moved** to accept a gift of the recarpeting of Teen Crossings, the remaining corridor of the Sheller Wing and Children’s Place from the Foundation of the Twinsburg Public Library at a value of \$57,388.00. Walter Hoffmann seconded the motion. The motion was approved unanimously.
- **Holly Toth moved** to accept a gift of replacing the Library parking lot lights with LED lighting, as well as additional building light from the Foundation of the Twinsburg Public Library valued at \$23,957.00. Don Spice seconded the motion. The motion was approved unanimously.
- **Walter Hoffmann moved to approve** the Fourth Quarter Staff Appreciation at a cost not to exceed \$300.00. Mark Durbin seconded the motion. The motion was approved unanimously.
- **Holly Toth moved** to convene an Executive Session at 7:08 pm for the purpose of setting salaries for the Director and Fiscal Officer for 2021 and select a public official. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken

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

The motion was approved unanimously.

Don Spice moved to come out of Executive Session at 7:43 p.m. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken.

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

The motion was approved unanimously.

Walter Hoffmann moved to reconvene the regular meeting at 7:45 p.m. Mark Durbin seconded the motion. The motion was approved unanimously.

Don Spice moved to appoint Matt Cellura to fill the Trustee term vacated by Don Spice which begins January 2, ~~2019~~ 2021 and expires December 31, ~~2028~~ 2027. Walter Hoffmann seconded the motion. A roll call vote was taken

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

The motion was approved unanimously.

Don Spice moved to adjourn at 7:47 pm. Holly Toth seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday December 16, 2020 at 6 p.m. in the Meeting Room #1.

President

Secretary

Mailing/Handouts: November 18, 2020 Meeting Agenda; October 21, 2020 Meeting Minutes; November 7, 2020 Special Meeting Minutes; October 2020 Fiscal Officer Report; Financial Reports as of October 31, 2020; October 2020 Director’s Report; Department Managers’ Report; October 2020 Circulation Statistics; 2021 Temporary Budget

Amended 12/16/2020