

The Twinsburg Public Library
Board of Trustees Regular Meeting
December 16, 2020
Via Zoom - 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

Members Absent: None

Also Present: Director Laura Leonard, Fiscal Officer Allison Chance, ALIS Manager Cari Dubiel, Matt Cellura, and Administrative Assistant Jill Liepins

Call to Order: President Mary Johnson called the meeting to order at 6:01 p.m.

Minutes of Last Meeting: Suzanne Hawthorne-Clay moved to approve the November 18, 2020 regular meeting minutes as amended. Mark Durbin seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: Mary Johnson called the ~~four~~ *three* candidates for the Board of Trustee position to thank them for their interest. She also mentioned that it was a tough decision to close to the public but was glad we can still offer curbside pickup and the drive-up window.

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

General Fund	1,101,715.12
Friends Fund	33,981.45
Coronavirus Relief Fund	4,576.47
Building and Repair Fund	201,321.52
Technology Fund	92,389.58
Total All Funds	<u>1,433,984.14</u>

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

Allison Chance Reported:

- The Library received a dividend check from the Ohio Bureau of Worker's Compensation just over \$2,200.
- The General Fund is anticipated to be approximately \$900,000 at the end of the year.

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

Laura Leonard Reported:

- The new carpet in Youth Services will be installed at the end of January 2021.
- Emery Electric has ordered the LED lights for the parking lot and outside areas.
- The Library went to curbside and drive-up service on Monday, December 14th. Phone reference and online programming is available as well.
- Mike Dixon started his role as Building and Grounds Maintenance Supervisor on December 1, 2020 and has been training with Chris Anglin. He has added another piece of acrylic to the drive-up window to add another layer of protection between staff and patrons driving up without their masks on. He has also been meeting with all department managers to understand what their departments do and discuss any concerns they may have.
- We have been given a free trial through our people counter software that will alert patrons if they do not have a mask on. A sensor can detect this and a large TV monitor at the entrance will let them know as well as send a message to Kevin and Cari.
- Some staff has expressed concerns with patrons not wearing masks at the drive-up window. Since this is an accommodation, we cannot tell patrons that they must wear a mask. Besides the extra piece of acrylic placed there, face shields are available to use with a mask for any staff that may still be concerned.
- Saturday, December 19th, It's a Wonderful Life Radio Play will be live on our YouTube channel at 12:00 noon. Julia Fisher directed this all virtually.

Cari Dubiel Reported:

- We served 188 patrons at the drive-up window and curbside the first day we began.
- On December 16th, computer, fax/scan, printing, and notary services will be available by appointment in the Library. Patrons can call in to make an appointment and call or text when they arrive. ALIS can link in remotely to patron computers from the desk to help them and still remain socially distanced.
- The old book drop has been placed in the parking lot so as to avoid any long lines at the drive-up.

Committee Reports:

Building and Grounds:

- During inspection, the roofing company noticed some windows had dry rot that was concerning.

Personnel:

- Met with Director and Fiscal Officer to discuss their reviews and will set salaries in Executive Session.

Finance: None

Friends of the Library:

- The Friends Shop will be closed, including for donations, while the Library is closed to the public.

Library Foundation:

- Kathy Bonacci was the winner of the Foundation Experience. All 100 tickets were sold. The Foundation took in approximately \$3,800 in profit from this fundraiser. Will continue to do next year. The drawing will be held virtual and in person, if possible, otherwise it will again be virtual.
- Arnold Blitzer’s son submitted three plans for the Percy Memorial, a sheltered entrance planned for the main entrance to the Library. The Foundation will be getting estimates to see if it is feasible.

Unfinished Business:

- The pothole on the front drive has been fixed.

New Business:

- Each member of the Board, Laura Leonard, and Allison Chance expressed their great appreciation and gratitude to Don Spice for his 20 years serving on the Board of Trustees and his support of the Library. Mr. Spice thanked the Board as well.

MOTIONS:

Mark Durbin moved to approve obtaining bonds for the Fiscal Officer and Deputy Fiscal Officer in the amount of \$100,000.00 each from the Edward H. Sutton Insurance Agency Inc. for the period of January 1, 2021 through December 31, 2021. Sam Taylor seconded the motion. The motion was approved unanimously.

Holly Toth moved to approve obtaining liability coverage for Blanket Notary Errors and Omissions Policy in the amount of \$25,000.00 per claim from Edward H. Sutton Insurance Agency Inc. for the period of January 1, 2021 through December 31, 2021. Don Spice seconded the motion. The motion was approved unanimously.

Sam Taylor moved to accept liability insurance renewal for the coverage period of January 1, 2021 – December 31, 2021. Don Spice seconded the motion. The motion was approved unanimously.

Mark Durbin moved to accept a restricted donation of \$2,000.00 from M&G Pools for Youth Services. Sam Taylor seconded the motion. The motion was approved unanimously.

Holly Toth moved to accept a restricted donation of \$50 from Kay Petey and Steve and Kathy Cochran and Family in memory of John Blust. Don Spice seconded the motion. The motion was approved unanimously.

Sam Taylor moved to convene an Executive Session at 7:01 pm for the purpose of setting salaries for the Director and Fiscal Officer for 2021. Mark Durbin seconded the motion. A roll call vote was taken

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

The motion was approved unanimously.

Sam Taylor moved to come out of Executive Session at 7:21 p.m. Mark Durbin seconded the motion. A roll call vote was taken.

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

The motion was approved unanimously.

Sam Taylor moved to reconvene the regular meeting at 7:22 p.m. Don Spice seconded the motion. The motion was approved unanimously.

Holly Toth moved that in lieu of a raise in salary, beginning 2021, the board is awarding Laura Leonard an additional three personal preference days and two vacations days annually for the duration of her employment at Twinsburg Public Library. Suszanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

Mark Durbin moved that in lieu of a raise in salary, beginning 2021, the board is awarding Allison Chance an additional three personal preference days and two vacations days annually for the duration of her employment at Twinsburg Public Library. Sam Taylor seconded the motion. The motion was approved unanimously.

Don Spice moved to adjourn at 7:28 pm. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday January 20, 2021 at 6 p.m. in Meeting Room #1.

President

Secretary

Mailing/Handouts: December 16, 2020 Meeting Agenda; November 18, 2020 Meeting Minutes; November 2020 Fiscal Officer Report; Financial Reports as of November 30, 2020; November 2020 Director’s Report; Department Managers’ Report; November 2020 Circulation Statistics

Amended 1/20/2021