

**The Twinsburg Public Library
Board of Trustees Regular Meeting
January 20, 2021
Bissell Local History Room - 6:00 p.m.**

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

Members Absent: Suzanne Hawthorne-Clay

Also Present: Director Laura Leonard, Fiscal Officer Allison Chance, ALIS Manager Cari Dubiel, Building and Grounds Maintenance Supervisor Mike Dixon 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: Mark Durbin moved to approve the December 16, 2020 regular meeting minutes as amended. Walter Hoffmann seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: Laura Leonard introduced the following new employee:

- Mike Dixon, Building and Grounds Maintenance Supervisor

President's Report: Mary Johnson thanked the board for her enjoyable two years as Board President.

The Nominating Committee presented the slate of officers for 2021.

President – Holly Toth
Vice President – Mark Durbin
Secretary – Walter Hoffmann

Nominations from the floor were requested three times and hearing none, the nominations were closed.

Sam Taylor moved to accept the slate of officers as presented by the Nominating Committee. Holly Toth seconded the motion. A roll call vote was taken.

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

The motion was approved unanimously.

Oath of Office: New Board of Trustee member Matt Cellura (seven-year term) took the oath of office as notarized by Cari Dubiel.

Committees for ~~2020~~ 2021 were set as follows:

Building and Grounds	Matt Cellura, Mark Durbin, Walter Hoffmann
Finance	Walter Hoffmann, Mary Johnson, Sam Taylor
Foundation Liaison	Suzanne Hawthorne-Clay
Friends Liaison	Mary Johnson
Personnel	Matt Cellura, Suzanne Hawthorne-Clay, Sam Taylor,
Summit County Trustee	Sam Taylor

Sam Taylor moved to appoint Allison Chance as Fiscal Officer in 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
 Suzanne Hawthorne-Clay – absent
 Sam Taylor – yes
 Matt Cellura – yes

The motion was approved unanimously.

Oath of Office: Fiscal Officer Allison Chance took the oath of office as notarized by Cari Dubiel.

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

General Fund	1,068,208.10
Friends Fund	33,479.72
Coronavirus Relief Fund	4,576.47
Building and Repair Fund	201,321.52
Technology Fund	92,399.96
Total All Funds	<u>1,399,985.77</u>

Sam Taylor moved to approve the December 2020 Financial Report. Matt Cellura seconded the motion. The motion was approved unanimously.

Allison Chance Reported:

- PLF for January 2021 is up 4.86%.
- General Fund ending balance for 2020 was over \$955,000 which was \$5,000 more than what was projected. Taking the conservative approach to expenditures has proven very beneficial to the Library.

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

Laura Leonard Reported:

- Circulation for 2020 was 962,806. Considering the closings and limited services for most of last year, this was not that bad compared to previous years. However, Summit County libraries have decided that circulation numbers will not be counted in the formula calculation for PLF funds for 2020 due to the circumstances.
- On December 28th, after the holiday weekend, we returned to very cold temperatures to the area covered by Air Handler Unit #1 due to a mechanical issue. The cost to repair the items needed and the boilers and pumps will be over \$20,000 and will need to be done in order to keep the building at appropriate temperatures.
- Emery Electric has completed the parking lot and outside building lighting. We will also be getting additional lighting for the flagpole and awaiting a quote on a new timer system for the parking lot lights.
- We will reopen to the public on January 18th with limited services. We hope to extend hours beginning February 1st, Monday thru Thursday 9:30am-8:00pm and Friday thru Saturday 10:00am-6:00pm.
- We still have three employees still on furlough.
- There will be a virtual Library Trustees Workshop on March 6th 8:45am-4:30pm. Please notify Laura Leonard if you would like to attend.

Committee Reports:

Building and Grounds: None

Personnel: None

Finance: None

Friends of the Library:

Mary Johnson Reported:

- Next meeting is January 27, 2021.

Library Foundation:

- The next meeting is on January 24, 2021. They will be deciding on whether to postpone the mini golf fundraiser due to social distancing restrictions.

Unfinished Business: None

New Business:

- The Board of Trustee meeting schedule was distributed.
- Walter Hoffmann discussed the idea that past and present Board of Trustee members should be recognized for their contributions to the Library. An ad-hoc committee was created and will meet on Wednesday, January 27, 2021 at 6:00 to discuss this further. This will include Walter Hoffmann, Sam Taylor, Mary Johnson, and Mark Durbin.

MOTIONS:

Mary Johnson moved to accept a \$400 donation from Robert Voytas for Staff Appreciation. Sam Taylor seconded the motion. The motion was approved unanimously.

Mary Johnson moved to adjourn at 6:59 p.m. Mark Durbin seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday February 17, 2021 at 6 p.m. in Meeting Room 1.

President

Secretary

Mailing/Handouts: January 20, 2021 Meeting Agenda; December 16, 2020 Meeting Minutes; Financial Reports as of December 31, 2020; December 2020 Director’s Report; Department Managers’ Report; December 2020 Circulation Statistics; Miscellaneous – Twinsburg Public Library Organizational Chart; 2021 Board meeting calendar/schedule.

As Amended 2/17/2021