

Twinsburg Public Library  
Board of Trustees Meeting  
September 18, 2024, 6:00pm



**Present:** President Mark Durbin, Vice President Suzanne Hawthorne-Clay, Secretary Matt Cellura, Walter Hoffmann, and Sam Taylor

**Absent:** Mary Johnson, Holly Toth

**Also Present:** Director Laura Leonard, Assistant Director Cari Dubiel, Fiscal Officer Kile Byington, and Administrative Assistant Jill Liepins

**Call to Order:** President Mark Durbin called the meeting to order at 6:00 p.m.

**Minutes of Last Meeting:** Approval of the June 19, 2024 minutes was postponed as members that were present at that meeting were not present at this evenings meeting to vote. The minutes will be on the agenda for the October 16, 2024 meeting for approval. Walter Hoffmann moved to approve the August 21, 2024, regular meeting minutes. Matt Cellura seconded the motion. The motion was approved.

**President's Report:** We have received one trustee application. Due date is September 27, 2024.

**Fiscal Officer Kile Byington Reported:**

- The PLF was over estimates 2.5% for September.
- Budget request forms have been distributed to the Leadership Team.
- The capital projects forecast will be revised to reflect the delay in the ALIS project.
- Analyzing results from the surveys sent to staff regarding staff wellness and employee/employer engagement. Will present results to personnel committee once complete.
- SEBO has contacted us for open enrollment. Will send out data collection via FormFire to staff the first week in October.
- Joined the new staff engagement committee (previously SHARP Committee). Representatives from various departments will work together to recognize staff achievements and boost morale.

**August 2024 Fund Balances**

General Fund	1,200,932.80
Friends Fund	17,413.20
Building and Repair Fund	821,800.17
Technology Fund	82,284.58
<b>Total All Funds</b>	<b><u>2,122,430.75</u></b>

**Sam Taylor moved to approve the August 2024 Financial Report. Matt Cellura seconded the motion. A roll call vote was taken and passed:**

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Dr. Taylor

No: None

Absent: Mrs. Johnson, Mrs. Toth

**Director, Laura Leonard Reported:**

- Met with Marco from studioTECHNE, Matt Cellura and Mike Dixon. We discussed the potential issues with some of the windows. (See Building and Grounds notes)
- Working with Lisa Wolf of APG Office Furnishings on solutions to upgrade some of our current furniture to helps save costs of replacing with new.

- Working with the Acquisitions and Processing department on space planning. The idea is to improve workflow and staff ergonomics as most of the furnishings are from the 2003 renovation, including cubicle walls.
- The SHARP committee is being rebranded. The Staff Honors and Recognition Program was established in 1999. As it's been so long, it's time for a refresh and input from a newer generation of employees. This will affect changes to the Staff Handbook that will be brought to the personnel committee.
- Several community members have reached out to me and the Foundation to discuss donations for a memorial project in memory of Julie Strok. We will have discussions on how to move forward.

**Assistant Director, Cari Dubiel Reported:**

- Continuing to interview for a full time Children's Associate and full time Acquisitions and Processing Associate.
- All staff was asked to complete a four day time study to see what tasks they spend time on in a day and how much time needed for those tasks, including on and off desk time. Will analyze results and present a report once completed.
- Meeting with department managers to review their 2025 budget requests.
- The Library has been selected to be part of a project called the Human Library. The Human Library is an organization out of Denmark. Instead of books, they "lend" out people. These individuals may be "checked out" by other individuals to share their stories and experiences. "The Human Library works to create a safe framework for personal conversations that can help to challenge prejudice, get aim to help rid discrimination, prevent conflicts and contribute to greater human cohesion across social, religious and ethnic divisions." More information can be found at [www.humanlibrary.org](http://www.humanlibrary.org).

**Committee Reports:**

**Building and Grounds:** Matt Cellura reported: the clerestory windows may need more than just replacement as there may be potential damage to the entire wall structure. Will examine further with Marco and the engineers at studioTECHNE. The current renovation will focus on replacing windows on lower level that are part of the project. Laura will have the windows tinted as a short term solution. The windows and roof may have to be combined into a separate project.

**Personnel:** Suzanne Hawthorne-Clay reported: performance evaluations for the Director and Fiscal Officer will be emailed out within the next few weeks.

**Finance:** No Report

**Friends of the Library:** Suzanne Hawthorne-Clay reported: Friends of the Library Week is October 20<sup>th</sup> – 26<sup>th</sup>.

**Library Foundation:** Suzanne Hawthorne-Clay reported: As of September 9<sup>th</sup>, 42 Experience tickets have been sold. Exploring different fundraising possibilities next year with Chipotle, Blue Canyon, Regal Cinemas and more. The Foundation will have a soft launch in November for their Legacy Tree project. Currently looking at all donor records from the past to be included. BFG Credit Union has donated \$7,500 to cover the cost of the tree structure for the project.

**Unfinished Business:** None

**New Business:** Sam Taylor will attend the Trustee Council meeting on Thursday, October 10, 2024.

**CONSENT AGENDA:**

**2024-21 Approve disposal of assets as presented.**

**Suzanne Hawthorne-Clay moved, Walter Hoffmann seconded. A roll call vote was taken and passed:**

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mr. Hoffmann, Dr. Taylor

No: None

Absent: Mrs. Johnson, Mrs. Toth

**Susanne Hawthorne-Clay moved** to adjourn at 6:44 p.m. Walter Hoffmann seconded. The motion was approved.

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President

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Secretary

The next meeting is scheduled for Wednesday October 16, 2024, at 6:00 p.m.  
in the Bissell Local History Room.