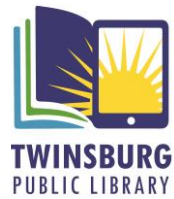


Twinsburg Public Library
Board of Trustees Meeting
August 20, 2025 6:00 pm



Present: President Suzanne Hawthorne-Clay, Vice President Matt Cellura (until 6:24), Secretary Sam Taylor, Mark Durbin, Mary Johnson, Becki Kovach, and Holly Toth.

Also Present: Director Laura Leonard, Assistant Director Cari Dubiel, and Fiscal Officer Kile Byington.

Call to Order: President Suzanne Hawthorne-Clay called the meeting to order at 6:04 p.m.

Minutes of Last Meeting: Sam Taylor moved to approve the July 16, 2025 regular meeting minutes. Mark Durbin seconded the motion. The motion was approved.

Records Commission Meeting: Matt Cellura moved to approve the July 16, 2025 records commission meeting minutes. Becki Kovach seconded the motion. The motion was approved.

President's Report: Suzanne Hawthorne-Clay said she is pleased to see phase one of the renovation is going well and looks forward to phase two.

Fiscal Officer Kile Byington Reported:

- Presented resolution to accept the 2026 levy amounts as estimated by the county, and Official Certificate of Estimated Resources for 2026.
- Working on drafts for an updated holiday policy possibly for 2026 as well as coordinating our health care benefits for 2026 with SEBO.
- Provided Personnel Committee with feedback on a new evaluation format for the Fiscal Office as well as an updated job description.
- Received a quote from Paycom to compare with our current HRIS and although there were great qualities with their product, the quote came in higher than what we currently pay and will not pursue it at this time.
- Renovation: Everything is on budget and on time.

July 2025 Fund Balances

General Fund	1,056,903.59
Friends Fund	15,596.12
Building and Repair Fund	952,446.83
Technology Fund	60,016.86
Total All Funds	<u>2,084,963.40</u>

Mark Durbin moved to approve the July 2025 Financial Report. Mary Johnson seconded the motion. A roll call vote was taken and passed:

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mrs. Kovach, Mrs. Johnson, Dr. Taylor, Mrs. Toth

Absent: None

Director Laura Leonard Reported:

- Renovation update: Glass study rooms have been installed and are ready to reserve. The new barrier wall for Phase 2 will be installed on August 22nd. E4B, who supplied some of the existing furniture, is helping move furniture into the new ALIS office space. Kevin Kelly and CLEVNET will continue to help with IT setup and support.
- The bookmobile received a new battery due to power issues. The liftgate is not working properly and Mike Dixon is looking into companies that may be able to diagnose and fix the issue.

- Roula Braidy, our Immigration Services Coordinator, has resigned due to family issues. We are looking at next year's budget to find options on how we can help patrons that are in need of these services.
- OLC updates: All new or renewed board members will now serve 4-year terms. All political subdivisions in the State of Ohio will be required to have a Cyber Security Plan. The Library will need its own plan separate from the CLEVNET consortium's plan.

Committee Reports:

Building and Grounds: None

Personnel: Director and Fiscal Officer evaluations moving from a numbers system to more narrative-based system.

Finance: None

Friends of the Library: Currently at 175 members.

Library Foundation: Meetings will change to 6:00 pm on the second Monday of the month. Working on Legacy Tree project and The Experience. Will be at Olde Thyme Fair, September 7th. Next meeting will be September 15, 2025.

Unfinished Business: Board photograph will take place Wednesday, September 17th, 2025 at 5:30 pm.

New Business: Discussed new 4-year term limits for board members beginning in 2026. Board by-laws will have to be updated with this information.

Consent Agenda

- 2025-19 Accept a \$200 unrestricted donation from Nan Krebs.
- 2025-20 Accept a \$250 anonymous restricted donation for the Circulation Department.
- 2025-21 Accept a \$100 unrestricted donation from SS Cosmas & Damian in memory of Don Spice.
- 2025-22 Accept the 2026 levy rates.
- 2025-23 Accept a \$362.50 donation from the Foundation of the Twinsburg Public Library towards the cost of the December 14, 2025 Open House.
- 2025-24 Approve disposal of assets as presented.

Sam Taylor moved to approve. Mark Durbin seconded. A roll call vote was taken and passed:

Yes: Mr. Durbin, Dr. Hawthorne-Clay, Mrs. Kovach, Mrs. Johnson, Dr. Taylor, Mrs. Toth

Absent: Mr. Cellura

Mary Johnson moved to adjourn at 6:35 p.m. Holly Toth seconded. The motion was passed.

President

Secretary