Twinsburg Public Library
Board of Trustees Meeting
October 15, 2025 6:00 pm

Present: President Suszanne Hawthorne-Clay, Secretary Sam Taylor, Mark Durbin, Mary Johnson, Becki Kovach, and Holly Toth.

Absent: Vice President Matt Cellura

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

Call to Order: President Suszanne Hawthorne-Clay called the meeting to order at 6:00 p.m.

Minutes of Last Meeting: Sam Taylor moved to approve the September 17, 2025 regular meeting minutes. Mary Johnson seconded the motion. The motion was approved.

President's Report: Board President Suszanne Clay shared a letter praising the staff for their outreach efforts, and the positive responses she receives from the public about staff and the offerings of the library.

Fiscal Officer Kile Byington Reported:

- The draft of the 2026 temporary budget has an overall 6% reduction. This includes a 3.5% reduction on what we spend on (labor, supplies, materials, etc.). The goal is to get that to a 5% reduction without having to restructure labor or service hours.
- There have been some unexpected cost increases from the approved plans in the ALIS renovation project. This does not impact our ability to be able to handle any emergency situations that may arise.
- Presented and discussed the medical benefit plans with Medical Mutual including remaining on the current plans and moving to offering one traditional and one high deductible plan with a health savings account (HSA). Dental and vision coverage is still locked in for one more year so there is no change to vote on.

Sam Taylor moved to approve Employee Medical, Dental, and Vision Benefit Plans for 2026. Mark Durbin seconded the motion. A roll call was taken and passed.

Medical Plans Approved:

- Super Med 3020-1500 at 88% employer paid premium for individual and 75% for family.
- Super Med HSA 4000 at 90% employer paid premium for individual with $1,200 annual contribution to an HSA and 75% for family with $2,400 annual contribution to an HSA.
- Dental approved with employer contribution equal to 50% of the individual premium.
- Vision approved with employer contribution equal to 50% of the individual premium.

September 2025 Fund Balances

General Fund	1,455,934.76
Friends Fund	12,152.89
Building and Repair Fund	727,372.70
Technology Fund	60,461.58
Total All Funds	**2,255,921.93**

Sam Taylor moved to approve the September 2025 Financial Report. Becki Kovach seconded the motion. 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

Director Laura Leonard Reported:

- Substantial completion for renovation project still set for end of October. A letter drafted by our attorney was sent to the architect voicing our disappointment with the quality of the drawings, follow-through and timeliness. The architect responded with a commitment to improve.
- We are looking at new vendors for our alarm monitoring, waste removal, and cardboard recycling.
- Lori Holmes, ALIS Manager, retired on September 30th. Eve Fenn was hired as a new part time ALIS Associate.
- Kaitlin Walker has been nominated for the NEO-RLS Shooting Star Award. The winner will be announced on October 28th.
- Discussed the OLC Regional Director's meeting including the pending legislation. Overall, Ohio libraries will receive $25 million less.

Committee Reports:

Building and Grounds: None

Personnel: **Mark Durbin moved** to convene an Executive Session at 6:50 pm to discuss the employment of a public official. Becki Kovach seconded. A roll call vote was taken and passed.
Yes: Mr. Durbin, Dr. Hawthorne-Clay, Mrs. Johnson, Mrs. Kovach, Dr. Taylor, Mrs. Toth
Absent: Mr. Cellura

Came out of Executive Session and returned to regular session at 7:01 pm.

Finance: Sam Taylor presented the 2026 PLF Distribution from the Summit County Library Trustees Council meeting on October 9, 2025.

Friends of the Library: At the September meeting, discussed what would be done with the donations made in memory of Don Spice. Currently at 176 members. Friends of the Library Week is October 19th – 25th. Next meeting is November 19, 2025 at 4:30 pm.

Library Foundation: The Legacy Tree unveiling will be Sunday, October 19, 2025 at 5:30 with light refreshments. Board members are invited.

Unfinished Business: Please review the proposed part time staff members vacation pay and bereavement leave policy recommendations presented to the Board last month which will be voted on at the November board meeting.

Consent Agenda

2025-30 Accept the donation of a Hex Recycled Plastic Picnic Table (with cut out for wheelchair access) in honor of Valeries Wales from the Rotary Club of Twinsburg.

2025-31 Approve the Summit County Library Trustees Council consensus of Public Library Fund distribution of 6.94882% for 2026.

2025-32 Recommend that Mark Durbin be reappointed as a Trustee of the Twinsburg Public Library for a term of 4 years commencing January 1, 2026 and ending December 31, 2029.

2025-33 Approve $500 for Staff Holiday Party.

2025-34 Approve disposal of assets as presented.

Sam Taylor moved to approve. Holly 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 7:13 p.m. Becki Kovach seconded. The motion was passed.

President	Secretary