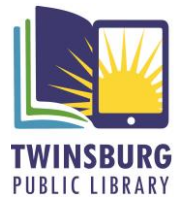


Twinsburg Public Library
Board of Trustees Meeting
Organizational Meeting
January 21, 2026 6:00 pm



Present: President Suzanne Hawthorne-Clay, Vice President Matt Cellura, Secretary Sam Taylor, Mark Durbin, Mary Johnson, Becki Kovach, and Holly Toth

Absent: None

Also Present: Director Laura Leonard, Fiscal Officer Kile Byington, Administrative Assistant Jill Liepins and Guest Walter Hoffmann

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

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

President's Report: None

The Nominating Committee presented the slate of officers for 2026.

President – Suzanne Hawthorne-Clay
Vice President – Matt Cellura
Secretary – Sam Taylor

Nominations from the floor were requested three times and hearing none, the nominations were closed. Holly Toth moved to accept and elect the nominated officers. Mark Durbin seconded the motion. A roll call vote was taken and passed:

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

No: None

Committees for 2026 were set as follows:

Building and Grounds	Matt Cellura, Holly Toth, Mark Durbin
Finance	Sam Taylor, Mary Johnson, Becki Kovach
Personnel	Mark Durbin, Sam Taylor, Matt Cellura
Foundation Liaison	Holly Toth
Friends Liaison	Mary Johnson
Summit County Trustee	Sam Taylor

Matt Cellura moved to appoint Kile Byington as Fiscal Officer in 2026. Mary Johnson seconded the motion. A roll call vote was taken and passed:

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

No: None

Sam Taylor moved to appoint Laura Leonard as Deputy Fiscal Officer in 2026. Becki Kovach seconded the motion. A roll call vote was taken and passed:

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

No: None

Oath of Office: Trustee Mark Durbin, Fiscal Officer Kile Byington and Deputy Fiscal Officer Laura Leonard took the oath of office for their respective positions as notarized by Jess Poling.

Fiscal Officer Kile Byington Reported:

- FY 2025 is closed and FY 2026 is open. Working on annual report and 2026 permanent budget.
- State auditor has contacted fiscal office for a 2024/2025 audit, which has been tentatively scheduled for August.
- Closed 2025 slightly under PLF.
- Due to sharp increase in electricity costs (roughly 300%), the budget line will need to be increased.
- Attended HR continuing education seminar with Library's HR legal counsel, Kastner, Westman, and Wilkins.
- Distributed and discussed 2024 v 2025 budget analysis.

December 2025 Fund Balances

General Fund	999,762.31
Friends Fund	22,374.20
Building and Repair Fund	433,122.01
Technology Fund	50,009.54
Total All Funds	<u>1,505,268.06</u>

Sam Taylor moved to approve the December 2025 Financial Report. Mark Durbin seconded the motion. A roll call vote was taken and passed:

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

No: None

Director, Laura Leonard Reported:

- Ohio Legislative Day is Wednesday, March 18, 2026. The board meeting will be moved to March 25, 2026.
- New furniture will be in January 22, 2026.
- Eve Fenn has been promoted to full time Librarian. ALIS will be interviewing for a part time person to fill her spot. Children's department has finished interviewing for the part time Associate position and is checking references for the candidates.
- All staff meeting on Tuesday, January 27th to address Cyber Security Training, 2026 goals, succession planning, and customer service expectations.
- With Baker & Taylor ceasing operation, we are looking to find a new vendor. E-media materials are very expensive, especially from Hoopla.
- The Foundation will have the mini golf event April 24th and 25th. The Library will be closed for inside service as the set up can make it hard for patrons to move throughout. We will provide reference phone service, curbside pickup, and the drive up window will be open.
- Meeting with Community Focus on January 26th to record a segment with the new renovation.
- Staff Training Day will be Monday, February 23, 2026. The Library will be closed.
- The Foundation has budgeted \$75,000 this year to cover the needs of the Library, including the Reading Garden, lighting upgrades, and a vehicle that will enhance outreach services. We will also ask them to commit to \$1,500 a year towards maintenance and upkeep for the vehicle.

Committee Reports:

Building and Grounds: Received an updated roof report and will set up a meeting to discuss.

Personnel: None

Finance: None

Friends of the Library: None

Library Foundation: Leslie Smith has joined the Foundation board. Last meeting discussed 2026 fundraising and goals. In process of drafting the annual report. Mini golf event will be April 24th and 25th.

Unfinished Business: None

New Business: Presented and discussed 2026 Board of Trustee calendar. The personnel committee will add the new dates for the director and fiscal officer appraisal before the February meeting.

CONSENT AGENDA:

2026-1 Accept liability insurance renewal for the coverage period of January 1, 2026 through December 31, 2026 for a cost of ~~\$10,488~~ 19,488 as amended. Mary Johnson moved to amend the cost. Sam Taylor seconded. Motion approved.

2026-2 Accept a \$50 restricted donation for the Building Fund from the Banner of Jesus Ministries.

2026-3 Approve 7.5 hours of paid time off to be awarded to the Employee of the Year.

Matt Cellura moved. Holly Toth seconded. A roll call vote was taken and passed:

Yes: Mr. Cellura, Mr. Durbin, Dr. Hawthorne-Clay, Mrs. Johnson, Mrs. Kovach, Dr. Taylor, Mrs. Toth
No: None

Mary Johnson moved to adjourn at 6:49 p.m. Becki Kovach seconded. The motion was approved.

President

Secretary