

**The Twinsburg Public Library
Board of Trustees Regular Meeting
November 17, 2021, 2021
Meeting Room 1 - 6:00 pm**

Members Present: President Holly Toth, Vice President Mark Durbin, Secretary Walter Hoffmann, Mary Johnson, Matt Cellura, and Suzanne Hawthorne-Clay.

Members Absent: Sam Taylor

Also Present: Director Laura Leonard, Fiscal Officer Allison Chance, Administrative Assistant Jill Liepins and Guest Melody Gibson.

Call to Order: President Holly Toth called the meeting to order at 6:00 p.m.

Minutes of Last Meeting: Walter Hoffmann moved to approve the October 20, 2021 regular meeting minutes as mailed. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: None

Fiscal Officer's Report: The Board reviewed the October 2021 Financial Report. The balances for the October report are:

General Fund	1,768,462.68
Friends Fund	31,866.45
Coronavirus Relief Fund	4,379.27
Building and Repair Fund	96,274.30
Technology Fund	92,462.55
Total All Funds	<u>1,993,445.25</u>

Mary Johnson moved to approve the October 2021 Financial Report. Matt Cellura seconded the motion. A roll call vote was taken.

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

The motion was approved unanimously.

Allison Chance Reported:

- PLF for November came in \$8,559.10 above estimate.

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

Laura Leonard Reported:

- Discussed the need for boosting eMedia circulation and ways we can make patrons more aware of all of the services we have. Working with the schools would be a great way to reach out to more families. There will be a kid-friendly area on our website for Hoopla and Overdrive. Mr. Cellura suggested getting every student in the district an e-card.
- The Scholastic Book Fair from the Wilcox PTA went very well. They will use the Library meeting rooms for their Spring book fair.
- Kevin Kelly established a contract with Applied Laser Technologies that will support all of our Papercut/InterCard needs. This will be at a lower cost than previously found with other companies. The new copiers should be here by mid-December. Please note the change in vendor from the contracts approved at the October board meeting.
- Mary Peper, Circulation Services Assistant Manager and PSA Supervisor, is retiring after 25 years. Her last day will be January 27, 2022.
- The staff have had several incidents this year of patrons coming in with emotional support animals. As per the ADA, these animals are not considered service animals as they are not trained to perform a specific job or task. We will present a policy to the Board of Trustees at the next meeting to add to our Library Expected Behavior Policy.

Committee Reports:

Building and Grounds:

- Next meeting: Monday, December 6, 2021 at 5:00 pm to discuss the purchase of a bookmobile.

Personnel: None

Finance:

Allison Chance reported:

- Distributed and discussed details of the 2022 Temporary Budget.
- Presented proposed 2022 salary and wages.
- Presented health benefit proposal from Anthem Blue Cross/Blue Shield with 3% increase for 2022.
- Will have a healthy carryover. Keeping in mind possibility of capital improvements as well as possible purchase of a bookmobile and new tables and chairs for the meeting rooms.

Friends of the Library:

Mary Johnson reported:

- Currently at 233 members.
- Meeting and planning session November 17.
- November 18th will be last day for large donations accepted in rear entrance. Will need to email or send a Facebook message to the Friends for arrangements.

Library Foundation:

Suzanne Hawthorne-Clay reported:

- Sold 64 Waterway Carwash vouchers, for a total of \$1,408, half of which goes to the Foundation.
- Will purchase charging stations for the Reading Garden to be installed in the Spring.

Unfinished Business: None

New Business:

- Sam Taylor and Matt Cellura will serve as the Nominating Committee.
- 4th Quarter Staff Appreciation will be on Tuesday, December 14th.
- The staff recognition dinner will be at the Hilton on January 28, 2022 at 6:30 pm.

MOTIONS:

A consent agenda of 5 items was presented to the Board:

- Motion to approve the 2022 Temporary Budget for the General Fund, Friends Fund, Building and Repair Fund, and Technology Fund.
- Resolution authorizing advances of local taxes in 2022.
- Motion to set the average percentage for staff salary increases at 5% for 2022 to be distributed at the discretion of the Director.
- Motion to approve the 4th Quarter Staff Appreciation not to exceed \$ 500.00.
- Motion to accept the health insurance renewal from Anthem Blue Cross/Blue Shield for the coverage period January 1, 2022 to December 31, 2022 at an overall 3% increase.

Matt Cellura moved to approve all motions above as read. Mark Durbin seconded the motion. A roll call vote was taken.

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

Consent agenda passed by roll call vote.

Walter Hoffmann moved to adjourn at 8:04 p.m. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday, December 15, 2021 at 6:00 pm in Meeting Room 1.

President

Secretary

Mailing/Handouts: November 17, 2021 Meeting Agenda; October 20, 2021 Meeting Minutes; Financial Reports as of October 31, 2021; October 2021 Department Managers' Report; October 2021 Circulation Statistics; 2022 Temporary Budget; 2022 Health Insurance Proposal; 2022 Proposed Wages and Salaries.