

Allison Chance Reported:

- The Library is on track to end the year with a \$1 Million cash balance.
- We are also on target to exceed the PLF estimate by nearly \$150,000.

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

Laura Leonard Reported:

- We are working on getting e-cards to every student in the district. Clevnet is working with a company to do this automatically, without having to enter them each in manually. We will be the early adopter of this program. Carolyn Vana, Circulation, Cari Dubiel, ALIS, and Kayana Martin, Youth Services, will head up a committee to work with Linda Garner, Software Support Specialist, and Kristin Walters, District Library Clerk on the project.
- The Board retreat for the Strategic Plan is February 23, 2022 5:00-9:00pm at Brewsters in Twinsburg. A community survey and focus group will be put together to help in the process.
- Personnel Changes: As of December 26, 2021, Heidi Brown-Beuck will become the Acquisitions and Processing Manager; Sandy Tomasek will be working as a library associate when she returns; Michael Luecht will be going full-time from 30 hrs./week to 37.5 a week; Kayla Kochis will now be full-time working the additional 13.5 hours in Acquisitions and Processing as a clerk; Amanda Gedeon will be transferring to Adult Learning and Information Services as a Library Associate; Allison McGreal has resigned. Ella Polen will be filling her position on January 3rd; Sam Bell has been promoted to Librarian and will be assisting Kevin with hardware and software troubleshooting; Kayana Martin will be full-time with a focus on Tween and part of the new Outreach team.

Committee Reports:

Building and Grounds:

Matt Cellura reported:

- Met December 6, 2021 to discuss purchase of a new bookmobile. Waiting on build sheets and quotes from two companies. Will not have to go out for bid. Visual Marking Systems will donate their labor for wrapping the artwork for the bookmobile. Hoping to have a vehicle complete by the end of 2022.

Personnel:

Suzanne Hawthorne-clay reported:

- Will schedule to meet in the first quarter of 2022 to review the evaluation system currently in place for the Director and Fiscal Officer.

Finance: None

Friends of the Library: None

Library Foundation:

Suzanne Hawthorne-Clay reported:

- Will not do the Waterway voucher fundraiser next year.
- Raised over \$5,000 from the Foundation Experience, including auction. Next year's event is scheduled for November 17, 2022.
- The Foundation will donate \$50,000 towards the purchase of a new Bookmobile for the Library.
- Projects in 2022: Bookmobile, new French doors near Children's, and the Percy Memorial Entrance.

Unfinished Business:

- Will have a new policy at next meeting regarding animals in the Library.
- Discussed progress of Legacy Wall project.

New Business:

- The Library will not be handing out the Covid test kits until after the new year begins. It has consumed most of the time at the drive-up window and the staff has endured several verbally abusive people when they aren't able to get tests after we have run out.

MOTIONS:

A consent agenda of 6 items was presented to the Board:

- Motion to approve obtaining bonds for the Fiscal Officer and Interim Deputy Fiscal Officer in the amount of \$100,000.00 each from the Edward H. Sutton Insurance Agency Inc. for the period of January 1, 2022 through December 31, 2022 (Continuation Certificates are attached).
- Motion to approve obtaining liability coverage for Blanket Notary Errors and Omissions Policy in the amount of \$25,000.00 per claim from Edward H. Sutton Insurance Agency Inc. for the period of January 1, 2022 through December 31, 2022.
- Motion to accept liability insurance renewal for the coverage period of January 1, 2022 – December 31, 2022.
- Motion to accept a donation of \$600 from Robert Voytas and \$50 gift card from Herb Kierspel for staff appreciation.
- Motion to allow the Director to enter into a contract to purchase a bookmobile at a cost not to exceed \$130,000.
- Motion to accept a pledge of \$50,000 from the Foundation of the Twinsburg Public Library towards the purchase of a new bookmobile.

Matt Cellura moved to approve all consent agenda 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 – yes
 Suzanne Hawthorne-Clay – yes Holly Toth – yes
 Walter Hoffmann – yes

Consent agenda passed by roll call vote.

Mary Johnson moved to accept a \$5,000 donation to be used for a new bookmobile from M&G Pools. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken.

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

Motion approved unanimously by roll call vote.

Mary Johnson moved to adjourn at 6:33 p.m. Mark Durbin seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday, January 19, 2022 at 6:00 pm in the Bissell Local History Room

President

Secretary

Mailing/Handouts: December 15, 2021 Meeting Agenda; November 17, 2021 Meeting Minutes; Financial Reports as of November 30, 2021; November 2021 Department Managers’ Report; November 2021 Circulation Statistics;