

**The Twinsburg Public Library
Board of Trustees Meeting
September 20, 2023
Bissell Local History Room - 6:00 p.m.**

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

Members Absent: Secretary Matt Cellura, Sam Taylor

Also Present: Director Laura Leonard, Fiscal Officer Kile Byington, Assistant Director Cari Dubiel, Children’s Services Manager Melissa Tallis, and Administrative Assistant Jill Liepins

Call to Order: President Mark Durbin called the meeting to order at 6:01 p.m.

Minutes of Last Meeting: Suzanne Hawthorne-Clay moved to approve the August 16, 2023 regular meeting minutes as mailed. Mary Johnson seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: Laura Leonard introduced Melissa Tallis, Children’s Services Manager.

President’s Report: Mark Durbin discussed his meeting with Foundation President Terri Bissell and Friends Board President Lauri Doxsey on September 13th. They updated each other on current information and plans within their organizations. Would like to meet again in December and then have all three groups get together in January.

Fiscal Officer’s Report: The Board reviewed the August 2023 Financial Report. The balances for the August report are:

General Fund	1,625,324.74
Friends Fund	19,427.92
Coronavirus Relief Fund	0
Building and Repair Fund	659,748.47
Technology Fund	64,576.31
Total All Funds	<u>2,369,077.44</u>

Walter Hoffmann moved to approve the August 2023 Financial Report. Holly Toth seconded the motion. A roll call vote was taken:

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

The motion was approved unanimously by roll call vote.

Kile Byington Reported:

- Above expected PLF revenue for August by 1.5%
- Staff have been sent requests for general fund budget requests for 2024.
- After some discussion with other fiscal officers, we will begin paying sales tax on prints and copies. The new Clover registers itemize taxable revenue, such as passport photos or USB drives. Will look at current copy costs to the library to determine if any changes recommended.
- Presented resolution accepting the 2024 levy rates.

Mary Johnson moved to adopt a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the Summit County Fiscal Officer. Suzanne Hawthorne-Clay seconded the motion. A roll call vote was taken:

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

The motion was approved unanimously by roll call vote.

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

Laura Leonard Reported:

- The new Tween shelving will be installed September 20th.
- The new French Doors will be installed the week of September 11th.
- Cardinal Asphalt will be moving the bollards back at the drive-up window and replacing them with moveable ones.
- Renderings for the Children’s Garden were sent to the board. Will discuss with Derek of KGK doing the project in phases as the cost is above our means.
- Planning on purchasing new tables and chairs for the meeting rooms and computer classroom with board approval. The tables will be replaced with nesting tables to make them easy for staff and patrons using the meeting rooms to be able to easily move and store.
- The Public Library Association Conference will be held in Columbus April 3-5, 2024. Will see what opportunities we have to send staff members.
- New security cameras will be installed mid-October. Will get a quote to have one placed on the post by the Bookmobile. Will also need a new policy in place.
- Naturalization ceremony will be September 26th at 11:00 am. There are 25 people receiving their citizenship from Federal Judge John R. Adams from Akron.
- Included in the packet was a draft of the updated Collection Development policy for review.
- Bookmobile getting partial re-wrap due to bubbling, under warranty with VMS.

Cari Dubiel Reported:

- Will be training managers on the performance module in Paylocity.
- Working on StrengthsFinder training for Staff Day.
- Meeting with department heads to discuss their budget requests for 2024.
- Chatterbox programs at Wilcox Primary School and Dodge Intermediate School have become overwhelming with sign-ups, almost doubling the current limit. Will work with the Childrens Department to come up with a possible solution.

Committee Reports:

Building and Grounds: None

Personnel: Suzanne Hawthorne-Clay reported: Reviews for Director and Fiscal Officer complete. Will schedule time to review with each.

Finance: None

Friends of the Library: Mary Johnson reported: 217 members. Hours slightly changed on Tuesdays, hours are Tuesdays and Wednesdays 10:30 – 6:30 and Fridays and Saturdays 10:30 – 4:30.

Library Foundation: Suzanne Hawthorne-Clay reported: Foundation Experience tickets are available online for \$100.

Unfinished Business: Nepotism Policy has been updated and motion to accept changes is in consent agenda.

New Business: Included in the board packet was a draft of the updated Collection Development Policy revision for board members to review. Trustee Council Meeting is October 19th at 7:00 pm via Zoom.

MOTIONS:

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

Motion to add \$20 to the amount approved for staff appreciation at the June 21, 2023, Board Meeting.

Motion to recommend that Sam Taylor be reappointed as Trustee of the Twinsburg Public Library for a term of 7 years commencing January 1, 2024, and ending December 31, 2030.

Motion to approve the disposal of assets as listed including the electrical computer equipment to be recycled.

Motion to approve the Nepotism Policy as presented to be included in the Twinsburg Public Library Staff Handbook.

Motion to approve the purchase of 18 new meeting room flip/nesting tables and 36 chairs and 8 new flip/nesting tables for the computer classroom from Inspire Workplace Interiors at a cost of \$36,121.84.

Motion to allow the Director to enter into a contract with Vizmeg Landscaping for snowplowing and landscaping for the end of 2023 through 2024 at the cost of \$34,320.

Walter Hoffmann moved to approve all consent agenda items as read. Mary Johnson seconded the motion. A roll call vote was taken:

Roll Call:	Matt Cellura – absent	Mary Johnson – yes
	Mark Durbin – yes	Sam Taylor – absent
	Suzanne Hawthorne-Clay – yes	Holly Toth – yes
	Walter Hoffmann – yes	
	Consent agenda passed by a roll call vote.	

Mary Johnson moved to adjourn at 6:53 p.m. Suzanne-Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday October 18, 2023, at 6 p.m. in the Bissell Local History Room.

President

Secretary

Mailing/Handouts: September 20, 2023 Meeting Agenda; August 16, 2023 Meeting Minutes; Financial Reports as of August 31, 2023; August Director's Report; Assistant Director's Report; Department Managers' Report; Circulation Statistics; Draft of the updated Collection Development Policy; Asset Disposal List