The Twinsburg Public Library
Board of Trustees Meeting
November 15, 2023, 2023
Bissell Local History Room - 6:00 p.m.

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

Members Absent: None

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

Call to Order: President Mark Durbin called the meeting to order at 6:00 p.m.

**Minutes of Last Meeting**: Suszanne Hawthorne-Clay moved to approve the October 18, 2023 regular meeting minutes as mailed. Walter Hoffmann 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 2023 Financial Report. The balances for the October report are:

Total All Funds	<u>2,640,214.54</u>
Technology Fund	65,175.49
Building and Repair Fund	595,684.05
Coronavirus Relief Fund	0
Friends Fund	22,386.31
General Fund	1,956,968.69

**Mary Johnson moved** to approve the October 2023 Financial Report. Sam Taylor seconded the motion. A roll call vote was taken:

Roll Call: Matt Cellura – yes Mary Johnson – yes

Mark Durbin – yes Suszanne Hawthorne-Clay – yes Holly Toth – yes

Walter Hoffmann – yes

The motion was approved unanimously by roll call vote.

# Kile Byington Reported:

- Year to date revenue is approximately 3% above estimated.
- Presented data and information for 2024 Temporary Appropriations.
- Presented Twinsburg Public Library pay scale draft for 2024.

- Presented and discussed 2024 Medical Mutual employee benefits quote for 2024.
- Discussed personal narrative presented at annual review with Personnel Committee, including achievements and future goals.
- Laura Leonard will be the proxy for Fiscal Office during vacation November 16th 26th.

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

## Laura Leonard Reported:

- Interviewing for Bookmobile Librarian/Associate position. Will focus on Strategic Plan as well as team approach and adding additional stops.
- Cari Dubiel has been instrumental in the recruiting process in Paylocity.
- Jimmy Cucuzza has been promoted to full time IT Support Specialist. He will be helping Kevin with the Microsoft Tenant migration project with Clevnet on December 7<sup>th</sup> as well as day to day jobs.
- Will have a meeting with community members to discuss a community wide partnership providing summer lunches to students. Will look into how Bookmobile can help.
- Bollards at the Drive Up window have been replaced. Looking into adding one more at the corner of the building as a precaution so cars do not run into bricks.
- New meeting room and computer lab tables should arrive November 27th.
- New security cameras will begin being installed the week of December 11th.
- Have had a couple of incidents involving patrons and inappropriate behavior to staff.
   Reminded staff to walk out in groups of at least two when leaving the building after close and report and incidents to their supervisor.
- Presented staff engagement survey to the Board. In 2024 will focus on staff appreciation events and the future of the SHARP Committee (Staff Honors and Recognition Program).
- After discussion with the Board of Trustees, we have decided not to move forward with the annual Staff Appreciation Dinner.

### Cari Dubiel Reported:

- Along with the Bookmobile Librarian/Associate positions, we have also posted job ads for Children's Services Library Associate and Circulation Clerk.
- Created action items for administration and public services management team after receiving feedback from the staff communication survey.
- Laura and I met with ALIS and the Children's Departments to discuss outreach plans for December and January.

### **Committee Reports:**

**Building and Grounds: None** 

**Personnel**: Will meet in Executive Session after board meeting to set Director and Fiscal Officer's 2024 salaries.

**Finance:** Sam Taylor reported: Finance Committee recommends approving the 2024 Temporary Appropriations and Pay Scale presented.

**Friends of the Library**: Mary Johnson reported: Debbie Kennamer will be the new Friends president beginning in 2024. They are looking for someone to fill her Hospitality board position.

**Library Foundation**: Suszanne Hawthorne-Clay reported: All tickets have been sold for the Foundation Experience. Currently looking for a new board member from Reminderville to fill Johnie Reed's spot.

**Unfinished Business: None** 

#### **New Business:**

• The nominating committee consists of Sam Taylor and Walter Hoffmann. The 2024 slate will be announced at the January organizational meeting.

#### **MOTIONS:**

A consent agenda of 11 items were presented to the Board:

Motion to approve the 2024 Temporary Appropriations for All Funds.

Motion to approve the 2024 Pay Scale as presented.

Resolution authorizing advances of local taxes in 2024.

Motion to accept the health insurance coverage from Medical Mutual for the coverage period of January 1, 2024 to December 31, 2024 at an overall 9.9% increase.

Motion to approve the Summit County Library Trustees Council consensus of Public Library Fund distribution of 7.18210% for 2024.

Motion to set the average percentage for staff salary increases not to exceed 4.5% for 2024 to be distributed at the discretion of the Director.

Motion to allow the Director to enter into a contract with StudioTechne to design and produce construction documents for the bidding, permitting and construction of Phase I + Phase II of the Adult Learning and Information services project, at a cost not to exceed \$65,000.

Motion to enter to an agreement with Bricker Graydon for legal counsel and bid preparation per the engagement letter as presented.

Motion to authorize the Fiscal Officer to transfer \$300,000 from the General Fund to the Building and Grounds fund at the end of 2023.

Motion to authorize the Fiscal Officer to transfer \$50,000 from the General Fund to the Technology Fund at the end of 2023.

Motion to approve the use of \$300 for staff appreciation in December.

**Suszanne Hawthorne-Clay moved** to approve all consent agenda items as read. Holly Toth seconded the motion, A roll call vote was taken:

Roll Call: Matt Cellura – yes Mary Johnson – yes

Mark Durbin – yes Sam Taylor – yes
Suszanne Hawthorne-Clay – yes Holly Toth – yes

Walter Hoffmann – yes

Consent agenda passed by a roll call vote.

**Mary Johnson moved** to convene an Executive Session to set the 2024 salary of the Director and Fiscal Officer at 6:57 pm. Holly Toth seconded the motion. A roll call vote was taken.

Roll Call: Matt Cellura – yes Mary Johnson – yes

Mark Durbin – yes Suszanne Hawthorne-Clay – yes Holly Toth – yes

Walter Hoffmann – yes

Motion approved unanimously by roll call vote.

**Matt Cellura moved** to come out of Executive Session at 7:36 pm. Sam Taylor seconded the motion. A roll call vote was taken.

Roll Call: Matt Cellura – yes Mary Johnson – yes

Mark Durbin – yes Sam Taylor – yes
Suszanne Hawthorne-Clay – yes Holly Toth – yes

Walter Hoffmann – yes

Motion approved unanimously by roll call vote.

**Sam Taylor moved** to reconvene the regular meeting at 7:37 pm. Walter Hoffmann seconded the motion. The motion was approved unanimously.

**Matt Cellura moved** to set the 2024 salary for the Director at \$107,657. Mary Johnson seconded the motion, A roll call vote was taken.

Roll Call: Matt Cellura – yes Mary Johnson – yes

Mark Durbin – yes
Suszanne Hawthorne-Clay – yes
Holly Toth – yes

Walter Hoffmann – yes

Motion approved unanimously by roll call vote.

**Mary Johnson moved** to set the 2024 salary for the Fiscal Officer at \$80,043. Suszanne Hawthorne-Clay seconded the motion. A roll call vote was taken.

Roll Call: Matt Cellura – yes Mary Johnson – yes

Mark Durbin – yes Sam Taylor – yes
Suszanne Hawthorne-Clay – yes Holly Toth – yes

Walter Hoffmann – yes

Motion approved unanimously by roll call vote.

**Mary Johnson moved** to adjourn at 7:39 p.m. Suszanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday December 20, 2023, at 5:30 p.m. in the Bissell Local History Room.

President	Secretary

Mailing/Handouts: November 15, 2023 Meeting Agenda; October 18, 2023 Meeting Minutes; Financial Reports as of October 31, 2023; October Director's Report; Assistant Director's Report; Department Managers' Report; Circulation Statistics; Studio Techne Design Proposal Implementation; Staff Engagement Survey Results