

**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 Suzanne 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: Suzanne 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:

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

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	Sam Taylor – yes
	Suzanne 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 7th 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.

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	Sam Taylor – yes
	Suzanne 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
	Suzanne 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	Sam Taylor – yes
	Suzanne 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. Suzanne 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
	Suzanne 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. Suzanne 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