

**The Twinsburg Public Library
Board of Trustees Meeting
April 19, 2023
Bissell Local History Room - 6:00 p.m.**

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

Members Absent: None

Also Present: Director Laura Leonard, Assistant Director Cari Dubiel, Fiscal Officer Kile Byington, 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: Mary Johnson moved to approve the March 15, 2023 regular meeting minutes as mailed. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously with the exception of Walter Hoffmann, who abstained since he was not at the March 15, 2023 meeting.

Correspondence: None

Remonstrance: None

President's Report: None

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

General Fund	1,263,531.93
Friends Fund	21,367.04
Coronavirus Relief Fund	0
Building and Repair Fund	690,622.06
Technology Fund	75,996.25
Total All Funds	<u>2,051,517.28</u>

Sam Taylor moved to approve the March 2023 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 – yes
	Suzanne Hawthorne-Clay – yes	Holly Toth – yes
	Walter Hoffmann – yes	

The motion was approved unanimously by roll call vote.

Kile Byington Reported:

- March PLF over 11% above 2022 estimates.

- Meeting virtually with Paylocity weekly. Our first pay period will begin June 25, 2023. We will have about a month to review the system before we roll it out to staff.
- The 2024 Tax Budget is almost complete. Will present to Finance Committee at next meeting.
- On vacation May 4-8 and June 1-5.

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

Laura Leonard Reported:

- Arnold Blitzer, former board member of the Foundation, passed away April 12th.
- Looking at new shelving options for Tween as the collection continues to grow. A company called Opening the Book provides free design services.
- We no longer have use for the lockers in the lunchroom and will ask for approval to sell them in the consent agenda. We are working on obtaining more storage space for the Library, Friends, and Foundation as well as create a better, more relaxing space for staff.
- Summit County Domestic Relations Court will be hosting mini court sessions on June 16, 2023 at the Library. Several areas of the Library will be used, including the parking area by the drive up window (which will be closed off) for the Justice Bus, meeting room and story time rooms for private legal aid, and the meeting rooms for civil and domestic relation court cases. The Summit County Sheriff's department will be providing security that day and is working with the Twinsburg Police Department as well. More information can be found online at <https://drcourt.org/wp/engagement/events/ohio-justice-bus/>.
- Roula is working on hosting a Naturalization Ceremony at the Library in September.
- We have had a couple of requests from an outside group to provide parking lot space for a drive thru petition signing to get women's reproductive rights put on the next voting ballot. Staff were reminded that the Library is obligated to permit solicitation of signatures but does not endorse issues in case they are questioned by the public.
- Bonnie Berg-Simmons has been promoted to Assistant Manager for the Children's Services Department.

Cari Dubiel Reported:

- Continuing to assist department heads with personnel management and interviews. Posted Page and Children's Services Clerk positions. Hired Carol Kyle as new Circulation Clerk.
- Developing hiring tools and checklists for managers of each department, including onboarding, reference checks, orientation, etc.
- Working with Laura Leonard and Kile Byington on Paylocity implementation.
- Jill Liepins and I are working on making some changes to the library statistic data collection. The PLDS (Public Library Data Service) requirements for state statistics have changed so we will adjust accordingly.
- Assisting Kevin Kelly with helping Jimmy Cucuzza, technology intern, acclimate to the Library.

Committee Reports:

Building and Grounds: None

Personnel: None

Finance: Will schedule meeting to discuss the 2024 Tax Budget.

Friends of the Library: None

Library Foundation: Suzanne Hawthorne-Clay reported the Foundation still needs help setting up and taking down the mini golf equipment on Friday, April 28th. The Foundation has a new website, www.foundationoftpl.org. Members reviewing “Charitable University”, an online training program for nonprofits providing basic tools for success. This is a program provided by the Ohio Attorney General.

Unfinished Business: None

New Business: None

MOTIONS:

A consent agenda of 1 item was presented to the Board:

Motion to dispose of surplus equipment/furniture no longer needed as presented.

Sam Taylor 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
	Suzanne Hawthorne-Clay – yes	Holly Toth – yes
	Walter Hoffmann – yes	

Consent agenda passed by a roll call vote.

Mary Johnson moved to adjourn at 7:02 p.m. Holly Toth seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday May 17, 2023 at 6 p.m. in the Bissell Local History Room.

President

Secretary