

**The Twinsburg Public Library
Board of Trustees Meeting
February 15, 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, and Holly Toth.

Members Absent: Sam Taylor

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 January 18, 2023 regular meeting minutes as mailed. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: None

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

General Fund	1,116,385.44
Friends Fund	22,479.35
Coronavirus Relief Fund	0
Building and Repair Fund	722,008.77
Technology Fund	75,407.50
Total All Funds	<u>1,936,281.06</u>

Matt Cellura moved to approve the January 2023 Financial Report. Holly Toth seconded the motion. A roll call vote was taken:

Roll Call:	Matt Cellura – yes	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:

- February PLF expected to be up about 5% from initial estimates.
- Discussed the annual financial statement. Will submit to final draft to The Hinkle System, an internet-based filing application developed by the Auditor of State.

- Presented and discussed quotes for Paychex and Paylocity. Both companies provide comprehensive HR and payroll solutions including an evaluation and scheduling component.
- Will present Permanent Appropriations at the next board meeting.

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

Laura Leonard Reported:

- Allied Door has four more security doors to replace. Mike Dixon is also working with them to fix one set of sliding doors near the main entrance, which are unable to close due to a loud grinding noise.
- Cari Dubiel and Laura Leonard have met with three firms to discuss the reconfiguring of the Adult Services area.
- Met with KGK to discuss the update of the Friend's Memorial Garden.
- Mike Dixon has assembled the new Children's Department "Hide and Seek Play Slide". The kids seem to be very happy with it.
- Sent out a request for sick leave donations for two staff members.
- Joe Flechta, a patron, came in to show me a genealogy project he had been working on for the past ten years. He said how much help the staff had been in playing a part in that.

Cari Dubiel Reported:

- The Blax Museum program, a performance showcase honoring notable Black figures, was very popular, with 60 in attendance.
- Coffee for a Cause had about 50 in attendance and brought in over \$1,000 for Aluminum Cans for Burned Children.
- Continuing to review the Palace Project app. Hosted a focus group and participants had a lot of input. Will conduct another focus group.
- The Library's newly designed website is up and running.
- Posted Circulation Clerk and Children's Outreach Assistant positions.
- ALIS is hosting a passport fair on February 20th from 11:00 – 7:00.

Committee Reports:

Building and Grounds: None

Personnel: None

Finance: None

Friends of the Library: Mary Johnson reported that the Friend's have a new treasurer, Carla Vondrak.

Library Foundation: Suzanne Hawthorne-Clay reported they have a new member, Kevin Lowe. Arnold Blitzer and Ed Kancler have resigned. Mini golf tickets go on sale March 3rd. Received a \$2,000 title sponsorship from BFG Credit Union. The Foundation may be represented at the Community Expo on March 11th and Rock the Park on June 23rd, along with the Library.

Unfinished Business: None

New Business: None

MOTIONS:

A consent agenda of 2 items was presented to the Board:

Motion to approve the agreement with the Twinsburg Hilton Garden Inn for the Staff Recognition event not to exceed \$3,200.

Motion to accept a \$25 donation from the Walton Board and a \$100 donation from Bob Prevette in memory of Joseph Grisola.

Mary Johnson moved to approve all consent agenda items as read. 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 – 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 6:40 p.m. Holly Toth seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday March 15, 2023 at 6 p.m. in the Bissell Local History Room.

President

Secretary