The Twinsburg Public Library Board of Trustees Regular Meeting August 18, 2021 Meeting Room 1 - 6:00 pm

Members Present: President Holly Toth, Secretary Walter Hoffmann, Sam Taylor, Matt Cellura, and Mary Johnson

Members Absent: Vice President Mark Durbin; Suszanne Hawthorne-Clay (attended Via Zoom, not eligible for vote or quorum.)

Also Present: Director Laura Leonard, Fiscal Officer Allison Chance, and Administrative Assistant Jill Liepins.

Call to Order: President Holly Toth called the meeting to order at 6:02 p.m.

Minutes of Last Meeting: Mary Johnson moved to approve the July 21, 2021 regular meeting minutes as mailed. Walter Hoffmann seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: None

President's Report: None

Oath of Office: Laura Leonard took the oath of office for Interim Deputy Fiscal Officer as notarized by Cari Dubiel.

Fiscal Officer's Report: The Board reviewed the July 2021 Financial Report. The balances for the July report are:

General Fund	1,459,704.45
Friends Fund	32,137.02
Coronavirus Relief Fund	4,503.77
Building and Repair Fund	162,471.21
Technology Fund	92,444.55
Total All Funds	<u>1,751,261.00</u>

Sam Taylor moved to approve the July 2021 Financial Report. Mary Johnson seconded the motion. A roll call vote was taken.

Roll Call:Matt Cellura – yesMary Johnson – yesMark Durbin – absentSam Taylor – yesSuszanne Hawthorne-Clay – absentHolly Toth – yesWalter Hoffmann – yesThe motion was approved unanimously.

Allison Chance Reported:

- Attended the OLC budget update webinar. The PLF continues to come in higher than originally estimated for 2021.
- July PLF came in above estimate by 21.84%. August will be 12.69% above estimate. The Library has received \$112,218.31 more than PLF estimate year to date.

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

Laura Leonard Reported:

- Based on the information from the Summit County Health Department, staff members are now required to wear masks. Patrons are encouraged but not mandated.
- Open Mic Nite continues to be very popular. The program is on the first Wednesday evening of each month.
- Beginning Sunday, September 12th, we will be open on Sundays 1:00 5:00 pm. The plan is to continue this throughout the school year and possible close Sundays during the Summer. We will see how this goes through the course of the year.
- K Roofcare has removed all of the black streaks on the building and is finishing caulking. Wadsworth has completed all work except for the boilers. Mike and Allison are working on getting quotes for cleaning and HVAC services for 2022.
- Sam Bell and Heidi Brown-Beuck taught an Excel class at Cleveland Electric Laboratories, who now would like to work together with the Library more often. Heidi promoted the Mini Golf event to them, and they sponsored a tee.

Committee Reports:

Building and Grounds:

• Next meeting, Saturday, August 21, 2021 at 10:00 am.

Personnel:

Sam Taylor Reported:

• Online evaluations with Reviewsnap for the Director and Fiscal Officer went very well.

Finance:

Sam Taylor Reported:

• Met August 10th and reorganized all Fiscal policies into one place. There were a couple of minor updates to some policies.

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Friends of the Library:

Mary Johnson Reported:

 Friends are promoting Educator Cards – Any person who shows proof that they are employed in education (all fields) will be given a card that allows them a 20% discount on book purchases. There was a kickoff event on Monday, August 16th.

Library Foundation:

Suszanne Hawthorne-Clay Reported (via Zoom):

- All fundraisers being promoted at Rock the Park. The August 20th concert was cancelled. The Foundation will be able to choose another event to promote at.
- There is a bundle package with all three fundraisers. It includes two Mini Golf Tickets (\$70), one Experience ticket (\$75), and one Carwash Voucher (\$22) for a total of \$150, making it a \$17 savings.
- Focusing on finding more 19th Hole sponsors. Currently have two.
- There will be a \$3,000 Hole-in-One prize offered both days located in the parking lot of the Library. You do not have to participate in the Mini Golf event in order to try for the Hole-in-One. Each try is \$10.

Unfinished Business:

• Discussed Legacy Wall project. Laura is working with Bonnie Williams to get photos from the original Library. Need to find a photographer to take a picture of the current board. Will get a purchase order for Fastsigns to begin ordering supplies needed.

New Business: None

MOTIONS:

A consent agenda of 3 items was presented to the Board:

Motion to accept the following donations in memory of John Cairns to be used for the Teen Department:

\$25.00 - John and Barbara Black	\$50.00 - Sharon Rumsey
\$75.00 - Richard and Linda Shoemaker	\$100.00 - Donald and Betty Kitchen
\$50.00 - Nancy Forsythe	\$50.00 - Donna Rae Geller
\$100.00 - Vivian Freeland	\$60.00 - Sam and Michelle Taylor
\$100.00 - Chad and Bonnie Dunkle	\$25.00 - John and Kathryn Potkalitksy

Motion to dispose of the 2001 ELF (Extremely Low Floor) Bookmobile through sale or auction.

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Motion to approve the changes to the following staff handbook policies:

200.4611 VACATION ACCRUAL

Vacation credit is earned each pay period. The annual allowance credit is prorated over a 52- week period - Employees may take time before it accrues but should be aware that if they have a negative accrual, they are also responsible for any negative accrual balance which will be deducted from the final paycheck if they leave employment before earning the time.

200.4614 VACATION UPON LEAVING EMPLOYMENT

Upon leaving employment staff members are entitled to payment for any accrued and unused vacation time. However, an employee is also responsible for any negative accrual balance which will be deducted from the final paycheck.

200.4701 CHANGE OF LEAVE

Time granted for vacation can be converted to sick time at the discretion of the director if an employee becomes severely ill while on leave and provides documentation of such illness to the Library.

Matt Cellura moved to approve all motions above as read. Walter Hoffmann seconded the motion. A roll call vote was taken.

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

Consent agenda passed by roll call vote.

Walter Hoffman moved to convene an Executive Session to discuss personnel issues at 6:38 pm. Matt Cellura seconded the motion. A roll call vote was taken.

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

Motion approved unanimously by roll call vote.

Walter Hoffmann moved to come out of Executive Session at 7:14 pm. Sam Taylor seconded the motion. A roll call vote was taken.

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

Motion approved unanimously by roll call vote.

Sam Taylor moved to reconvene the regular meeting at 7:14 pm. Walter Hoffmann seconded the motion. The motion was approved unanimously.

Sam Taylor moved to approve the evaluations as presented to the Board indicating the Director and Fiscal Officer excelled at their duties and recommend they be rehired. Matt Cellura seconded the motion. The motion was approved unanimously.

Mary Johnson moved to adjourn at 7:22 p.m. Walter Hoffman seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday, September 15, 2021 at 6:00 pm in Meeting Room 1.

President

Secretary

Mailing/Handouts: August 18, 2021 Meeting Agenda; July 21, 2021 Meeting Minutes; Financial Reports as of July 31, 2021; July 2021 Department Managers' Report; July 2021 Circulation Statistics