

**The Twinsburg Public Library  
Board of Trustees Regular Meeting  
February 16, 2022  
Bissell Local History Room - 6:00 p.m.**

**Members Present:** Vice President Mark Durbin, Secretary Suzanne Hawthorne-Clay, Mary Johnson and Matt Cellura.

**Members Absent:** President Holly Toth, Walter Hoffmann, Sam Taylor

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

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

**Minutes of Last Meeting:** Mary Johnson moved to approve the January 19, 2022 regular meeting minutes as mailed. Matt Cellura seconded the motion. The motion was approved unanimously.

**Correspondence:** None

**Remonstrance:** Laura Leonard introduced the following new employees:

- Ella Polen, ALIS Associate
- Carlina Sweigert, Assistant Manager Circulation

**President's Report:** None

**Fiscal Officer's Report:** The Board reviewed the January 2022 Financial Report. The balances for the January report are:

General Fund	1,039,191.43
Friends Fund	31,319.59
Coronavirus Relief Fund	4,379.27
Building and Repair Fund	436,629.25
Technology Fund	73,859.72
<b>Total All Funds</b>	<b><u>1,585,379.26</u></b>

**Matt Cellura moved** to approve the January 2022 Financial Report. 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 – absent  
                   Walter Hoffmann – absent

The motion was approved unanimously.

**Allison Chance Reported:**

- The PLF came in just above 10% higher than December 2021 estimates.
- Working on the 2021 Annual Financial Report. This has to be filed with the State Auditor’s Office by March 31, 2022. Once filed, the auditor will use Agreed Upon Procedures, which randomly selects data and looks for red flags within the audit. It is a time saving, less expensive method that the Library has been approved for in the past.
- Reviewing the HR Onboarding software with Laura Leonard, provided at no cost by SEBO.
- Will meet with the Finance Committee to finalize the 2022 Permanent Budget which will be presented to the board at the next meeting, March 16, 2022.

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

**Laura Leonard Reported:**

- Circulation for January was up 23% from January 2021. In 2021, the Library only offered curbside service for the first two weeks.
- Completed review of Staff Handbook. Emailed copy to each board member. Motion for approval in consent agenda.
- KGK Gardening and Design has stopped offering lawn mowing and weeding services. They will continue to do our spring and fall cleanup and pruning. They will also fix the retaining wall and sand and reseal the Reading Garden, now 11 years old. Mike Dixon is looking for lawn maintenance companies.
- The Library will no longer be a distribution site for Covid Tests. The demand has decreased significantly.
- The lights in the main lobby have been upgraded to LED. This has made a significant improvement to the area.
- The program, Planning for the Unexpected, with Attorney Hillary B. Taylor was very successful. More than 30 people attended with a wide ranging demographic. It will be posted on our YouTube page. We will be looking at adding additional related programs.

**Committee Reports:**

**Building and Grounds:** None

**Personnel:** None

**Finance:** Will schedule a meeting before next board meeting.

**Friends of the Library:**

Mary Johnson Reported:

- Friends Annual report was emailed out to all members.

**Library Foundation:**

Suzanne Hawthorne-Clay Reported:

- Discussing possible summer wine tasting fundraiser.
- Potential upcoming project: new divider doors between meeting rooms and between story time rooms.

**Unfinished Business:**

- February 24, 2022 at 6:00 pm is Twinsburg Tiger Legacy Project meeting in the large group instruction room.
- Updated TPL Safety Manual and 2022 staff roster will be emailed to board members.

**New Business:**

- OLC Legislative Day: Wednesday, April 6, 2022, Columbus, OH. Board members should let Jill know if they are interested in attending.
- OLC Trustee Dinner: Thursday, May 12, 2022, Holiday Inn Cleveland South, Independence, OH. Board members should let Jill know if they are interested in attending.

**CONSENT AGENDA:**

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

**Motion to allow the Director to enter into a contract with KGK Gardening and Design for \$23,947.00 for Spring and Fall Cleanup and Pruning, including mulching and leaf clean up.**

**Motion to accept the Staff Handbook changes and reviewed by Attorney James P. Wilkins, Esq. as presented.**

**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 – absent  
                   Walter Hoffmann – absent  
                   Consent agenda passed unanimously.

**Mary Johnson moved** to adjourn at 7:04 p.m. Suzanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

The next meeting is scheduled for Wednesday March 16, 2022 at 6 p.m. in the Bissell Local History Room.

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President

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Secretary

Mailing/Handouts: February 16, 2022 Meeting Agenda; January 19, 2022 Meeting Minutes; Financial Reports as of January 31, 2022; January 2022 Director’s Report; Department Managers’ Report; January 2022 Circulation Statistics